

State of Alaska FY2003 Governor's Operating Budget

Department of Administration

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Department Mission

The mission of the Department of Administration is to:

- provide centralized management and technology services to state agencies;
- provide legal and advocacy services for indigent Alaskans;
- provide programs that promote the independence of Alaska's seniors;
- provide vehicle licensing and registration.

Department Goals and Strategies

Gain passage of HB 88 / SB 55, the Governor's Pioneers and Veterans Home legislation introduced in 2001. Combining the Pioneers' Home tradition with the concept of a state veterans' home will maximize the use of the state's existing infrastructure. Veterans will receive the recognition they deserve as the Pioneers' Homes become the *Alaska Pioneers' and Veterans' Homes*.

Implementation of the Telecommunications Partnering project. The Information Technology Group (ITG) has given notice of intent to award a contract to Alaska Communications System Group to provide comprehensive telecommunications services for the State of Alaska. Upon signing the contract, the Department will enter into the implementation phase, incorporating the new partner into the day-to-day operations of the state's telecommunications environment. Our goal is to make this transition as seamless as possible to the State of Alaska user.

Create affordable health insurance purchasing opportunities for child care workers and non-profit entities. The Governor is proposing legislation that will expand the Department of Administration's authority for group health insurance purchasing to include non-governmental entities that receive state funding directly or indirectly to provide child care, home health care or any other public service. There will be no cost to the state for making this insurance available.

Adult day care services for frail and cognitively impaired elderly Alaskans are a growing industry as our population ages. There currently are no licensing requirements for adult day care homes so we can insure these services are provided in a safe environment. The department's Division of Senior Services will work to develop means to ensure the continued safe delivery of adult day care services in Alaska.

The State of Alaska Employee Pay plan is rigidly constrained by the classification system. This has resulted in the state falling behind the private sector and other states in compensation for professionals and executive positions. We are evaluating options to establish pilot programs to provide for incentives to aid in recruitment and retention.

Key Department Issues for FY2002 – 2003

Pioneers Homes: Alaska is one of only three states without a veterans' home program. The governor has proposed legislation (HB 88 & SB 55) to provide for a veterans' preference for Pioneers' Home admissions. The proposed statutory change gives special recognition of veterans in the Pioneers' Homes by renaming the Homes the 'Pioneers' and Veterans' Homes'. We currently project that 125 beds will be filled by veterans once this change is in place, including more than 80 beds not currently filled because of budget constraints.

Pioneers' Homes: The Pioneers' Homes program must develop some means of addressing ongoing deferred facilities maintenance issues. The backlog of maintenance issues has continued to grow as existing funding levels have only allowed maintenance for immediate threats to the health and safety of residents, with virtually no funding for proactive maintenance. The Governor will propose legislation to address the state's deferred maintenance backlog including funding for the Pioneers' Homes ongoing deferred facilities maintenance needs.

Labor Relations: The State's labor agreements with all twelve bargaining units expire on June 30, 2003. The State will need to select bargaining teams and begin preparing for negotiations. Negotiations will need to start shortly after a new

governor takes office in December, 2002. Current statutory provisions require the submission of monetary terms to the legislature by the 45th day of the legislative session which means negotiations will need to be completed by mid-February, 2003, if any monetary terms are to be implemented at the start of new labor contracts.

Division of Finance: The State's accounting and payroll systems are aging, stand-alone programs that will need to be replaced within the next several years. Both products run under ADABAS database management software, which is rapidly becoming an older technology not well supported by the marketplace. Vendor support for the payroll system is being phased out and additional programmers are needed just to keep the system running. The accounting system is a 16 years old customized product that cannot be adapted to newer accounting requirements. Replacing these systems with a more functional, integrated product is a major, expensive undertaking for any large, complex organization such as the State of Alaska and is likely to require several years from the start of planning through final implementation. The Governor's capital budget includes funding to get this process started in FY2003.

Public Defender and Office of Public Advocacy: Both of these programs continue to be funded at levels far below projected costs. This threatens to create a situation where these two offices are unable to keep pace with the rest of the criminal justice system thus slowing down progress on many initiatives started over the past several years as the agencies struggle to provide minimal levels of service. Children's programs such as Smart Start and programs such as the anti-bootlegging initiative suffer as a result of this underfunding.

Information Services: The department has entered a partnership with Alaska Communications System Group to provide improved and cost-effective telecommunications services to the state through a single network that combines voice, data, and video and gives the state more 'bang for the buck'. A major focus of the Information Technology Group during the coming year will be to work with the vendor and all state agencies to fully implement the partnership and provide improved services to all state offices throughout the state.

Information Services: The Information Technology Group has issued a request for proposals (RFP) to select a vendor to assist the state in developing an enterprise-wide strategic plan and planning process. The goal of the plan is to provide a vision for information technology that can be used to guide future efforts and evaluate future technology proposals and costs.

Homeland Security: Recent events have heightened the need for additional security for all critical data and telecommunications systems. In particular, we need to secure our telecommunications and radio systems so that state and local communications are maintained in event of an emergency.

Major Department Accomplishments in 2001

In partnership with the Alaska State Employees Association, converted the General Government Unit health insurance program to a union managed health trust effective July 1, 2001.

Successful negotiation of a partnering contract with Alaska Communications Systems Group resulting in a cost-effective public/private partnership for the delivery of telecommunications services to support state agency operations.

Implementation of the Public Building Fund legislation including the transfer of building management responsibility (maintenance and operations) from DOT/PF to DOA for all office buildings and the Governor's House in Juneau, the Atwood Building in Anchorage, and the Fairbanks Regional Office Building.

The Division of Personnel and Labor Relations in conjunction with AFCSME Local 52/ASEA have developed a joint supervisor-steward training project. The goal for the training is to develop working relationships based on mutual respect and understanding of the roles and responsibilities of both parties under the terms of the collective bargaining agreement, state law and the policies of the employer. To date approximately 500 stewards and supervisors have received training in 11 sessions in 4 locations throughout the state. Since the training began last April, the union reports that filing of grievances is down 30%.

Training of family and friends as guardians has always been a statutory responsibility of the Office of Public Advocacy (OPA), but due to workload constraints this training has never received any attention. The OPA has dedicated an employee to this training for the past year, with an aggressive outreach program. Meetings have been conducted

throughout the state, including public presentations, training of service providers and meetings with the court personnel in communities from Barrow to Ketchikan. Training sessions are held in Anchorage every other week. A website has been developed as a resource for people who are or are contemplating being a guardian at www.state.ak.us/guardianship/. These efforts have diverted individuals from the public guardian caseloads.

Successful implementation of the boat registration program in the Division of Motor Vehicles, including a transfer of all boat registration previously performed by the Coast Guard and the registration of all powered and non-powered vessels over 10 feet utilizing Alaskan waters.

Governor's Key Department-wide Performance Measures for FY2003

Measure:

Improve telecommunications services for state agencies and provide increased telecommunications access to all Alaskan communities.

Alaska's Target & Progress:

The department set out to develop a partnership with the private sector that would provide cost effective telecommunications services to all state agencies, enable the state to take advantage of technological changes, and that would ultimately lead to improved telecommunications services for all Alaskan communities by providing for a statewide telecommunications infrastructure.

A five year telecommunications partnering contract with Alaska Communications Services Group (ACS) was signed on December 10, 2001. ACS will invest more than \$29 million in telecommunications technology and equipment for state agencies, at no additional cost to the state.

Benchmark Comparisons:

Alaska is the only state to have entered into a partnership agreement with a private vendor to provide virtually all telecommunications services for state business.

Background and Strategies:

State agencies have not been able to take full advantage of telecommunications technology changes for a variety of reasons, including long lag times between technology changes and the appropriations process, lack of funding for infrastructure and equipment, and many services not being available in rural areas.

Private enterprise is better able to quickly respond to technology changes, and may be better able to provide telecommunications infrastructure if the state is available as an anchor tenant.

Making the same level of services available to all state offices may mean a significant increase in technology available to rural areas that are currently underserved by the telecommunications industry.

By combining many types of services in one contract, Alaska can leverage savings in some services into overall technology improvements at no net cost to the state budget.

Measure:

Employee disputes resolved at the lowest level of the contractual grievance process.

Alaska's Target & Progress:

Employee/employer disputes are inherent to any large organization. The objective for both parties is to reduce the number of disputes and resolve any grievances at the lowest possible level in the organization. The target is to reduce by 50% the number of grievances advancing to the Commissioner of the Department of Administration and to reduce by 50% the number of grievances that ultimately go to arbitration by 50%.

The Alaska State Employees Association (AFCSME/ASEA Local 52) reports that initial filings are down 30% over the past year.

Benchmark Comparisons:

Grievances filing statistics from 1996-2000 will be used as benchmarks.

Background and Strategies:

Over the years the relationship between the state and its largest employee union, AFCSME/ASEA Local 52, was so adversarial that employee grievances and complaints could not be effectively resolved and contract negotiations were measured in years not months. This dysfunctional relationship affected employee productivity, employee retention, and the quality of services to the public.

In January, 2001 the state and the union committed to establishing a working relationship built on mutual respect and understanding of the respective roles and responsibilities of both parties under the terms of the collective bargaining agreement, state law and the policies of the Employer. State labor relations staff, state agency human resource managers, union staff, and the Federal Mediation and Conciliation Service (FMCS) met and developed a "Labor Relations Covenant of Good Faith" which lays out this commitment. The objective of this covenant is to assure that employee disputes are resolved at the lowest possible level.

Recognizing that the project could not be successful without the commitment of all players in the business of employee dispute resolution, the covenant calls for joint training of all state supervisors and union stewards. Some 600 state supervisors and union stewards have been trained since then, and another 1,400 will be trained in joint sessions throughout the state over the next 16 months. These training sessions are being held in various locations throughout the state and are partially funded by a grant from the FMCS.

Annual training/workshops will be held with union staff, state labor relations staff, and human resource managers, the parties to the original covenant, to keep the relationship on track.

Measure:

Protect the state's investment in facilities by performing timely maintenance of state-owned buildings in the Public Buildings Fund.

Alaska's Target & Progress:

The department intends to schedule and perform routine maintenance on state-owned facilities to minimize the amount of deferred maintenance issues and associated risk of building or building-systems failure.

The Public Buildings Fund has been established and is used to cover the management and maintenance costs for eight buildings in Juneau, Anchorage, and Fairbanks. Responsibility for management and maintenance of the other state-owned facilities in Juneau was transferred from the Department of Transportation and Public Facilities (DOT/PF) to the Department of Administration (DOA) during 2001 by agreement between the two agencies. This transfer was included in the FY2002 budget approved by the legislature. Although these additional buildings are not yet part of the Public Buildings Fund, DOA has proposed including them in the fund.

DOA and DOT/PF are working to transfer responsibility for all other state-owned buildings throughout the state from DOT/PF to DOA beginning in FY2003.

As a result of these initiatives, DOA has been able to begin to proactively address some facilities needs, such as exterior cleaning, renewing vapor seals, non-emergency roof repair and renewal, and proactive maintenance on elevators.

Benchmark Comparisons:

Comparisons with other states are not available at this time. However, we do know that many other states use an internal services fund and cost allocation plan methodology similar to the Public Buildings Fund to provide ongoing funding for maintenance and facilities management.

Background and Strategies:

Funding for routine building maintenance and management has been very difficult to obtain in the past because the source of funds has been primarily requested from the general fund which has a host of other, higher priority programs to support. As a result, the deferred maintenance backlog at state-owned buildings has grown to the point that the state has identified hundreds of millions of dollars of deferred maintenance needs in our facilities. This need has been confirmed and reiterated many times by all branches of government and was the subject of a legislative task force several years ago.

The state developed the plan to fund ongoing maintenance by using a cost allocation plan methodology whereby all tenant agencies pay occupancy costs, much as they would if they were leasing space from a private vendor. This allows the state to charge a significant amount of the cost to non-general fund programs, including federally funded programs, thereby leveraging the few general fund dollars available.

Although this program addresses ongoing maintenance issues, the huge list of deferred maintenance problems cannot be resolved without additional funding. To address this, the Governor is proposing to take care of the most significant problems by using Certificates of Participation as a funding mechanism. This takes advantage of the current low interest rates to fund more than \$100 million of repairs without requiring a huge, one-time outlay of general funds. This funding, or some other means of addressing the deferred maintenance backlog is urgently needed. Even though we now have in place a means to fund routine maintenance, this will not long defer the failure of outdated, badly worn out, or seriously damaged building components.

Department Budget Summary by BRU

All dollars in thousands

	General Funds	FY2001 Federal Funds	Actuals Other Funds	Total Funds	General Funds	FY2002 Federal Funds	Authorized Other Funds	Total Funds	General Funds	FY2003 Federal Funds	Governor Other Funds	Total Funds
Formula												
Expenditures												
Special Systems	1,111.5	0.0	0.0	1,111.5	1,168.9	0.0	0.0	1,168.9	1,168.9	0.0	0.0	1,168.9
Longevity Bonus	54,829.9	0.0	0.0	54,829.9	52,558.6	0.0	0.0	52,558.6	48,538.3	0.0	0.0	48,538.3
Non-Formula												
Expenditures												
Centralized Admin. Services	9,285.1	344.3	29,182.6	38,812.0	9,436.4	403.8	30,694.6	40,534.8	9,775.2	409.5	31,897.9	42,082.6
Leases	22,189.9	0.0	10,505.1	32,695.0	19,500.2	0.0	10,490.4	29,990.6	22,236.7	0.0	10,649.6	32,886.3
DMV Leases-Dowling/Benson	0.0	0.0	0.0	0.0	1,044.9	0.0	0.0	1,044.9	0.0	0.0	0.0	0.0
DMV Leases-Fairbanks Street	0.0	0.0	0.0	0.0	64.4	0.0	0.0	64.4	0.0	0.0	0.0	0.0
DMV Leases-Downtown Core Area	0.0	0.0	0.0	0.0	28.5	0.0	0.0	28.5	0.0	0.0	0.0	0.0
DMV Leases-Eagle River Office	0.0	0.0	0.0	0.0	26.6	0.0	0.0	26.6	0.0	0.0	0.0	0.0
Facilities	0.0	0.0	5,687.8	5,687.8	1,129.6	0.0	7,438.3	8,567.9	1,033.9	0.0	6,153.4	7,187.3
State Facilities Rent	464.6	0.0	0.0	464.6	440.8	0.0	0.0	440.8	504.3	0.0	0.0	504.3
Information Technology Group	100.4	0.0	19,783.4	19,883.8	300.0	0.0	21,049.1	21,349.1	300.0	0.0	33,896.9	34,196.9
Information Services Fund	0.0	0.0	0.0	0.0	325.0	0.0	55.0	380.0	325.0	0.0	55.0	380.0
Public Communications Services	3,910.5	0.0	416.0	4,326.5	4,660.7	0.0	1,223.7	5,884.4	4,660.7	0.0	1,223.7	5,884.4
AIRRES Grant	76.0	0.0	0.0	76.0	76.0	0.0	0.0	76.0	76.0	0.0	0.0	76.0
Risk Management	0.0	0.0	23,243.2	23,243.2	0.0	0.0	23,353.8	23,353.8	0.0	0.0	24,362.8	24,362.8
Alaska	22,428.1	0.0	13,050.7	35,478.8	22,857.6	0.0	12,970.8	35,828.4	23,512.9	0.0	12,907.9	36,420.8

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Longevity Programs												
Senior Services	10,140.1	6,861.0	3,010.2	20,011.3	11,135.9	8,846.4	4,059.8	24,042.1	12,055.8	8,865.6	3,820.6	24,742.0
AK Oil & Gas	0.0	100.0	2,606.2	2,706.2	0.0	102.7	3,317.3	3,420.0	0.0	105.0	4,046.2	4,151.2
Conservation Comm												
Legal & Advocacy Services	20,086.1	50.0	1,905.8	22,041.9	19,323.9	51.2	1,247.3	20,622.4	23,387.7	52.1	616.4	24,056.2
Alaska Public Offices Comm	801.9	0.0	5.3	807.2	752.6	0.0	0.0	752.6	880.6	0.0	0.0	880.6
Division of Motor Vehicles	9,281.5	0.0	642.7	9,924.2	9,272.4	0.0	436.6	9,709.0	9,424.7	0.0	437.1	9,861.8
Pioneers' Homes	0.0	0.0	2,673.5	2,673.5	0.0	0.0	2,125.0	2,125.0	0.0	0.0	2,125.0	2,125.0
Facilities Maint												
General Srvcs	0.0	0.0	25.9	25.9	0.0	0.0	39.7	39.7	0.0	0.0	39.7	39.7
Facilities Maint.												
AOGCC	0.0	0.0	26.8	26.8	0.0	0.0	34.0	34.0	0.0	0.0	0.0	0.0
Facilities Maintenance												
ITG Facilities Maintenance	0.0	0.0	6.8	6.8	0.0	0.0	23.0	23.0	0.0	0.0	23.0	23.0
Totals	154,705.6	7,355.3	112,772.0	274,832.9	154,103.0	9,404.1	118,558.4	282,065.5	157,880.7	9,432.2	132,255.2	299,568.1

Funding Source Summary

All dollars in thousands

Funding Sources	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
1002 Federal Receipts	7,011.0	9,000.3	9,022.7
1003 General Fund Match	1,166.6	1,291.4	1,296.5
1004 General Fund Receipts	132,519.8	131,814.0	135,242.1
1005 General Fund/Program Receipts	6,637.4	6,279.5	6,362.7
1007 Inter-Agency Receipts	45,976.9	45,244.0	46,267.3
1017 Benefits Systems Receipts	16,752.1	17,285.7	17,435.1
1023 FICA Administration Fund Account	112.9	112.7	143.0
1029 Public Employees Retirement Fund	4,644.1	5,188.4	5,674.1
1033 Surplus Property Revolving Fund	344.3	403.8	409.5
1034 Teachers Retirement System Fund	1,852.6	2,048.6	2,252.9
1037 General Fund / Mental Health	14,325.9	14,718.1	14,979.4
1042 Judicial Retirement System	24.8	25.1	28.4
1045 National Guard Retirement System	92.2	95.4	100.5
1053 Investment Loss Trust Fund	701.0		
1061 Capital Improvement Project Receipts	31.5	130.9	131.4
1081 Information Service Fund	19,783.4	21,049.1	33,896.9
1092 Mental Health Trust Authority Authorized Receipts	1,909.6	2,748.0	2,262.0
1108 Statutory Designated Program Receipts	611.9	1,491.2	1,492.1
1118 Pioneers' Homes Receipts	55.9		
1147 Public Building Fund	5,174.1	6,951.4	5,654.7
1156 Receipt Supported Services	12,498.7	12,870.6	12,870.6
1162 Alaska Oil & Gas Conservation Commission Rcpts	2,606.2	3,317.3	4,046.2
Totals	274,832.9	282,065.5	299,568.1

Position Summary

Funding Sources	FY2002 Authorized	FY2003 Governor
Permanent Full Time	1,376	1,415
Permanent Part Time	116	106
Non Permanent	100	112
Totals	1,592	1,633

FY2003 Capital Budget Request

Project Title	General Funds	Federal Funds	Other Funds	Total Funds
Payroll and Accounting System Replacement Analysis	600,000	0	0	600,000
Driver License Testing Machines	300,000	0	0	300,000
Labor Contract Negotiations	461,000	0	0	461,000
Pioneers' Homes Emergency Repair and Maintenance	800,000	0	0	800,000
License Plates, Tabs and Manuals	281,000	0	0	281,000
Emergency Maintenance Projects for Facilities Outside the Public Building Fund	800,000	0	0	800,000
Adult Day Facility Modifications	250,000	0	0	250,000
Fixed Asset Accounting System	85,000	0	170,000	255,000
Public Defender Integrated Computer System	175,000	0	0	175,000
Public Facilities Maintenance and Repairs	0	0	2,500,000	2,500,000
Senior Services Data Integration Project - Phase 2	0	0	238,000	238,000
Alaska Gas Development Study	0	0	500,000	500,000
Electronic Permitting Initiative	0	0	500,000	500,000
Combined Retirement Benefits Calculation System	0	0	436,000	436,000
Information Technology Group Equipment Replacement	0	0	5,904,400	5,904,400
Department Total	3,752,000	0	10,248,400	14,000,400

This is an appropriation level summary only. For allocations and the full project details see the capital budget.

Overview of Departmental Budget Changes

The Department of Administration has sixteen divisions that provide a broad range of services to both the general public and state agencies. This overview highlights the most significant changes in the budget for FY2003. A detailed description of all changes is available in the budget for each of the Department's programs.

SERVICES TO THE PUBLIC

Budget increases are proposed for the Division of Senior Services to cover the new daily reimbursement rate to assisted living homes for vulnerable adults mandated by legislation passed during the 2000 legislative session; a fund source change to general funds to offset the loss of MHTAAR funds used during the first two years of the assisted living rate increase; and funding for the continued caseload growth in the general relief program which provides care for vulnerable adults throughout the state.

The Office of Public Advocacy budget is increased to continue funding for the Smart Start and Balloon Project programs so child protection cases are not delayed, and to fund other OPA operations at the level currently forecast for this fiscal year.

The Public Defender Agency budget is increased to ensure that it is able to keep pace with continuing caseload growth, continues the Smart Start and "Balloon Project" programs, and meets its responsibilities for legislation that passed last session, such as the Alcohol Initiative, which was not adequately funded via fiscal notes.

The Information Technology Group budget is increased to handle pass-through moneys from other state agencies to the state's new telecommunications partner. This increase does not fund any services in ITG, it simply allows the division to make one payment on behalf of the state to the provider, Alaska Communications System Group.

The Alaska Public Offices Commission has additional funding to convert its one part-time staff in Juneau to full time and to allow the APOC to handle the extra workload during the upcoming statewide elections.

The Alaska Oil and Gas Conservation Commission budget is increased to provide additional personnel to respond to increased oil and gas development activity.

SERVICES TO STATE AGENCIES

The Facilities program budget includes funding to offset projected utility cost increases and other operating costs, such as janitorial and risk management.

The Leasing budget has been historically underfunded by the Legislature, with full funding provided via supplemental appropriations. This FY2003 budget is fully funded based upon the estimated funding needed for the current fiscal year.

The Division of Finance budget will allow the Division to hire additional programmers to keep the aging payroll system functional.

The Division of Retirement and Benefits budget is increased due to continued growth in its customer population and increasing actuarial, audit, and legal services costs.

The Risk Management program's budget is increased to partially offset known increases in worker's compensation, and liability costs. These cost increases will be paid for by client state agencies.

Summary of Department Budget Changes by BRU

From FY2002 Authorized to FY2003 Governor

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	154,103.0	9,404.1	118,558.4	282,065.5
Adjustments which will continue current level of service:				
-Centralized Admin. Services	113.2	5.7	148.7	267.6
-Leases	836.5	0.0	159.2	995.7
-DMV Leases- Dowling/Benson	-1,044.9	0.0	0.0	-1,044.9
-DMV Leases- Fairbanks Street	-64.4	0.0	0.0	-64.4
-DMV Leases- Downtown Core Area	-28.5	0.0	0.0	-28.5
-DMV Leases- Eagle River Office	-26.6	0.0	0.0	-26.6
-Facilities	-95.7	0.0	25.5	-70.2
-State Facilities Rent	23.5	0.0	0.0	23.5
-Information Technology Group	0.0	0.0	197.8	197.8
-Risk Management	0.0	0.0	9.0	9.0
-Alaska Longevity Programs	655.3	0.0	0.7	656.0
-Senior Services	516.1	19.2	-492.1	43.2
-AK Oil & Gas Conservation Comm	0.0	2.3	48.3	50.6
-Legal & Advocacy Services	889.3	0.9	-630.9	259.3
-Alaska Public Offices Comm	18.0	0.0	0.0	18.0
-Division of Motor Vehicles	152.3	0.0	0.5	152.8
Proposed budget decreases:				
-Facilities	0.0	0.0	-1,991.1	-1,991.1
-Longevity Bonus	-4,020.3	0.0	0.0	-4,020.3
-Alaska Longevity Programs	0.0	0.0	-113.6	-113.6
-Senior Services	0.0	0.0	-0.2	-0.2
-AOGCC Facilities Maintenance	0.0	0.0	-34.0	-34.0
Proposed budget increases:				
-Centralized Admin. Services	225.6	0.0	1,054.6	1,280.2
-Leases	1,900.0	0.0	0.0	1,900.0
-Facilities	0.0	0.0	680.7	680.7
-State Facilities Rent	40.0	0.0	0.0	40.0
-Information Technology Group	0.0	0.0	12,650.0	12,650.0
-Risk Management	0.0	0.0	1,000.0	1,000.0
-Alaska Longevity Programs	0.0	0.0	50.0	50.0
-Senior Services	403.8	0.0	253.1	656.9
-AK Oil & Gas Conservation Comm	0.0	0.0	680.6	680.6
-Legal & Advocacy Services	3,174.5	0.0	0.0	3,174.5
-Alaska Public Offices Comm	110.0	0.0	0.0	110.0
FY2003 Governor	157,880.7	9,432.2	132,255.2	299,568.1

Centralized Administrative Services Budget Request Unit

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BRU Mission

To provide cost effective centralized administrative and management support services for all state agencies, and to work with agencies in all branches of state government to assure the effective, efficient, and economical delivery of public services to Alaskans.

(Mission statement for this BRU was not provided in CH90, SLA2001).

BRU Services Provided

Commissioner's Office

- Management and oversight of DOA services to state agencies and services to the public
- Liaison with the Governor's Office and the Legislature

Tax Appeals

- Oil tax administrative appeals
- Procurement administrative appeals
- Longevity Bonus administrative appeals

Administrative Services

- Provide centralized procurement, accounting, personnel, and payroll support to divisions
- Budget development and liaison with Office of Management & Budget and the Legislature
- Oversee department business management practices to assure compliance with state and federal rules; coordinate Legislative and OMB audits of DOA programs
- Provide management of the DOA Information Technology Support program

DOA Information Technology Support

- Comprehensive around-the-clock centralized desktop computer support for the entire department
- Maintenance of the department network
- Analysis of software and hardware product requirements and enhancements
- Liaison with the Information Technology Group

Finance

- Accounting services
- State Annual Financial Report

Personnel

- Recruitment for new employees
- Classification of state jobs
- Training of state employees
- Labor relations services

General Services

- Purchasing
- Property Management
- Leasing

Retirement & Benefits

- Retirement system administration
- Benefit program administration
- Health & life insurance program administration

BRU Goals and Strategies

CONTINUE TO PURSUE ADDITIONAL OPPORTUNITIES FOR INNOVATIVE, EFFICIENT AND EFFECTIVE DELIVERY OF STATE SERVICES AND PROGRAMS

- Integrate mainframe computing systems and Internet technology
- Implement state purchasing card program and a new improved travel card program

- Design and implement an electronic strategy and standard for statewide procurement and other transactions
- Enable and support state agencies' efforts to conduct state business electronically
- Implement a procurement officers certification program that ensures competent application of state law as delegated to state agencies

Key BRU Issues for FY2002 – 2003

See components

Major BRU Accomplishments in 2001

See components

Key Performance Measures for FY2003

Measure:

Percentage of divisions within the department that reach the assigned performance measures.
Sec 4 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

Most of the performance measures for the Department of Administration do not include benchmarks or clear indicators of success or failure. As a result, we are unable to report on this performance measure.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

We are currently unable to report on this performance measure.

Measure:

The average time taken to respond to complaints and questions that have been elevated to the Commissioner's Office.
Sec 4 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

During the period July 1, 2001 through September 30, 2001 the Commissioner's Office responded to 305 complaints and questions. The average response time was 9.2 days.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Department of Administration will continue to respond to complaints and questions in as timely a manner as possible.

Measure:

The average cost for each appeal.
Sec 5 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The average cost, as measured by the number of hours of spent on each appeal, of each appeal during the period January 1, 2001 through June 30, 2001 is as follows:

Tax appeals - 30 hours;
Insurance/Securities appeals - 21.5 hours;
Procurement and other DOA appeals - 24 hours.

For the period July 1, 2001 through September 30, 2001 the average cost is as follow:

Tax appeals - 26 hours;
Insurance/Securities - 15 hours;
Procurement and other DOA appeals - 24 hours.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Office of Tax Appeals will continue to handle appeals in a timely manner.

Measure:

The average time for each appeal.
Sec 5 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

During the period January 1, 2001 through June 30, 2001 the average time for each appeal was as follows:

Tax appeals--12.2 months;
Insurance/Securities appeals--2.5 months;
Procurement and other DOA appeals--3.2 months. (Based on appeals that were resolved by decision or final order during this period.)

For the period July 1, 2001 through September 30, 2001 the average time for each appeal was as follows:

Tax appeals--11.5 months;
Insurance/Securities appeals--4.5 months;
Procurement and other DOA appeals--3.2 months. (Based on appeals that were resolved by decision or final order during this period.)

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Office of Tax Appeals will continue to handle appeals in a timely manner.

Measure:

The cost of Administrative Services divided by the total personnel costs for the department.
Sec 6 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The actual cost of Administrative Services for FY2001 was \$1,572.3; total personal services costs for the department for FY2001 was \$78,100.3. The cost of Administrative Services represents 2.01% of the department's personal services costs.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Measure:

The number of departmental employee grievances divided by all state department grievances.
Sec 6 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The number of employee grievances filed for the period of January 1, 2001 through June 30, 2001 for the Department of Administration was 9; the number for all state departments was 216. Grievances filed by DOA employees accounted for 4.16% of total grievances for this period.

The number of employee grievances filed for the period of July 1, 2001 through September 30, 2001 for the Department of Administration was 10; the number for all state departments was 196. Grievances filed by DOA employees accounted for 5.1% of total grievances for this period.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Measure:

The number of late payments for total payroll and vendor payments per year.

Sec 6 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The number of late payroll payments for the period of January 1, 2001 through June 30, 2001 for the Department of Administration was 1. During this period, payment time for vendor payments averaged 21 days.

There were no late payroll payments for the period of July 1, 2001 through September 30, 2001 for the Department of Administration. During this period, payment time for vendor payments averaged 24 days.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Administrative Services will continue to process payroll and vendor payments in a timely manner.

Measure:

The response time for desktop support.

Sec 6 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period January 1, 2001 through June 30, 2001 the response times for desktop support were as follows: 1,496 work requests were completed. 55% were completed the same day the request was received, 24% were completed in one to five days, and 21% were completed in six days or more.

For the period July 1, 2001 through September 30, 2001 the response times were as follows: 861 work requests were completed. 51% were completed the same day the request was received, 25% were completed in one to five days, and 24% were completed in six days or more.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Department of Administration Information Technology Support group will continue to complete work requests in as timely a manner as possible.

Measure:

The change in the amount and percentages of penalty pay for the state's central payroll.

Sec 7 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The penalty pay for the period January 1, 2001 through June 30, 2001 was \$400.00. No penalty payments were incurred or made during the period July 1, 2001 through September 30, 2001.

Measure:

The change in the number of audit exceptions
Sec 7 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The number of audit exceptions during the period January 1, 2001 through June 30, 2001 was 3. The number for the period July 1, 2001 through September 30, 2001 was 2.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Finance will continue to work to minimize audit exceptions.

Measure:

The date the Comprehensive Annual Financial Report is completed.
Sec 7 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The Comprehensive Annual Financial Report is completed by December 15.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Finance will continue to work to ensure the Comprehensive Annual Financial Report is completed by December 15 of each year.

Measure:

The change in the down time for the Alaska Statewide Accounting System and the Alaska Statewide Payroll System.
Sec 7 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period January 1, 2001 through June 30, 2001, the down time for the Alaska Statewide Accounting System (AKSAS) and the Alaska Statewide Payroll System (AKPAY) was as follows:

AKSAS - less than 1%;
AKPAY - 1.1%.

For the period July 1, 2001, through September 30, 2001, the down time for AKSAS and AKPAY was as follows:

AKSAS - less than 1%
AKPAY - less than 1%

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Finance will continue to work to minimize down time for both AKSAS and AKPAY.

Measure:

The percentage of grievance arbitrations won.
Sec 8 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

Grievance arbitration statistics for the period July 1, 2000 through June 30, 2001 are as follows:

Total Cases	Won	Lost	Split	Percent Won
11	7	2	2	72%

There were no grievance arbitrations from July 1, 2001 through September 30, 2001.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Personnel will continue to work to provide excellent representation for the State in grievance arbitrations.

Measure:

The number of employment discrimination complaints from state employees received by the State Commission for Human Rights as a percentage of the total number of state employees and the percentage of complaints of employment discrimination filed with the commission that allege discrimination by the state.

Sec 8 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The State Commission for Human Rights has declined to provide the statistics necessary to report on this measure.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Measure:

The down time in the availability of Workplace Alaska

Sec 8 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

During the period July 1, 2000 through December 30, 2000 Workplace Alaska experienced unscheduled downtime of 108 minutes.

During the period January 1, 2001 through June 30, 2001 Workplace Alaska experienced unscheduled downtime of 1,733 minutes.

During the period July 1, 2001 through September 30, 2001 Workplace Alaska experienced unscheduled downtime of 1,093 minutes.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

Workplace Alaska is the State's online recruiting tool for all State of Alaska employment opportunities. It is important that the system be available at all times for the use of potential employees. Unscheduled downtime is defined as when the system is unavailable due to unforeseen problems and technical difficulties.

Measure:

The change in the length of time taken to settle disputed classification actions compared to the time required in previous years.

Sec 8 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

During the period July 1, 2000 through December 31, 2000 the Division of Personnel received ten requests to resolve disputed classification actions under Article 17 of the GGU contract and three requests under Article 19 of the SU contract. The average length of time taken to respond was 20.9 days.

During the period January 1, 2001 through June 30, 2001 eight requests were received from the GGU and one from the

SU. The average response time was 26 days.

During the first quarter of FY2002 the division received five requests from the GGU and three from the SU. The average response time during this period was 33.8 days.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Personnel will continue to work to respond to disputed classification actions in as timely a manner as possible.

Measure:

The number of violations of procurement codes.

Sec 9 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period July 1, 2000 through December 31, 2000 seven procurement violations occurred. For the period January 1, 2001 through June 30, 2001 six violations occurred. For the period July 1, 2001 through September 30, 2001 five violations occurred.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of General Services will continue to provide procurement training to state agencies.

Measure:

The cost per square foot of leased space.

Sec 9 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period July 1, 2000 through December 31, 2000 the average cost per square foot of leased space was \$1.496. For the period January 1, 2001 through June 30, 2001 the average cost was \$1.654 per square foot. For the period July 1, 2001 through September 30, 2001 the average cost was \$1.758 per square foot.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Division of General Services will continue to negotiate the best possible leased space contracts for the State of Alaska.

Measure:

The money saved through the use of master contracts.

Sec 9 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period July 1, 2000 through December 31, 2000 the money saved through the use of master contracts was \$3,774,385. For the period January 1, 2001 through June 30, 2001 the amount saved was \$4,666,461. For the period July 1, 2001 through September 30, 2001 the amount saved was \$1,834,440.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Division of General Services will continue to use master contracts to achieve the maximum savings possible.

Measure:

The length of time taken to process appointments to retirement.
Sec 10 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period January 1, 2001 through June 30, 2001 the average length of time taken to process appointments to retirement was 21.7 days. For the period July 1, 2001 through September 30, 2001 the processing of retirement appointments averaged 36.3 days.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Division of Retirement and Benefits will continue to process appointments to retirement in a timely manner.

Measure:

The number of health insurance reimbursement complaints.
Sec 10 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period January 1, 2001 through June 30, 2001 the number of health insurance reimbursement complaints was 25. For the period July 1, 2001 through September 30, 2001, the number was seven.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Division of Retirement and Benefits will continue to work to keep health insurance complaints to a minimum.

Measure:

The average length of time taken to process health care claims.
Sec 10 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period January 1, 2001 through June 30, 2001 the average length of time taken to process health care claims was 11.6 days. For the period July 1, 2001 through September 30, 2001 the average was 10.1 days.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Division of Retirement and Benefits will continue to work to ensure that health care claims are processed in as timely a manner as possible.

Centralized Administrative Services
BRU Financial Summary by Component

All dollars in thousands

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
None.												
<u>Non-Formula</u>												
<u>Expenditures</u>												
Office of the Commissioner	156.4	0.0	410.4	566.8	133.0	0.0	347.2	480.2	136.4	0.0	452.5	588.9
Tax Appeals	181.8	0.0	37.8	219.6	183.2	0.0	40.8	224.0	186.7	0.0	41.0	227.7
Administrative Services	97.1	0.0	1,475.2	1,572.3	75.0	0.0	1,473.5	1,548.5	76.7	0.0	1,502.4	1,579.1
DOA Info Tech Support	0.0	0.0	1,110.8	1,110.8	0.0	0.0	1,116.8	1,116.8	0.0	0.0	1,163.2	1,163.2
Finance	4,627.2	0.0	1,199.1	5,826.3	4,661.9	0.0	1,242.9	5,904.8	4,955.4	0.0	1,376.7	6,332.1
Personnel	1,944.3	0.0	343.5	2,287.8	1,935.6	0.0	582.1	2,517.7	1,928.4	0.0	587.2	2,515.6
Labor Relations	878.5	0.0	4.8	883.3	983.0	0.0	0.0	983.0	1,003.1	0.0	0.0	1,003.1
Purchasing	996.4	0.0	46.3	1,042.7	1,003.0	0.0	0.0	1,003.0	1,020.0	0.0	0.0	1,020.0
Property Management	403.4	344.3	5.7	753.4	411.7	403.8	0.0	815.5	418.5	409.5	0.0	828.0
Central Mail	0.0	0.0	1,007.9	1,007.9	0.0	0.0	1,134.2	1,134.2	0.0	0.0	1,139.5	1,139.5
Retirement and Benefits	0.0	0.0	9,595.3	9,595.3	0.0	0.0	10,385.5	10,385.5	0.0	0.0	11,263.8	11,263.8
Group Health Insurance	0.0	0.0	13,945.8	13,945.8	0.0	0.0	14,371.6	14,371.6	0.0	0.0	14,371.6	14,371.6
Labor Agreements	0.0	0.0	0.0	0.0	50.0	0.0	0.0	50.0	50.0	0.0	0.0	50.0
Misc Items												
Totals	9,285.1	344.3	29,182.6	38,812.0	9,436.4	403.8	30,694.6	40,534.8	9,775.2	409.5	31,897.9	42,082.6

Centralized Administrative Services

Proposed Changes in Levels of Service for FY2003

See components.

Centralized Administrative Services

Summary of BRU Budget Changes by Component

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	9,436.4	403.8	30,694.6	40,534.8
Adjustments which will continue current level of service:				
-Office of the Commissioner	3.4	0.0	6.8	10.2
-Tax Appeals	3.5	0.0	0.2	3.7
-Administrative Services	1.7	0.0	28.9	30.6
-DOA Info Tech Support	0.0	0.0	16.4	16.4
-Finance	67.9	0.0	0.0	67.9
-Personnel	-7.2	0.0	5.1	-2.1
-Labor Relations	20.1	0.0	0.0	20.1
-Purchasing	17.0	0.0	0.0	17.0
-Property Management	6.8	5.7	0.0	12.5
-Central Mail	0.0	0.0	5.3	5.3
-Retirement and Benefits	0.0	0.0	86.0	86.0
Proposed budget increases:				
-Office of the Commissioner	0.0	0.0	98.5	98.5
-DOA Info Tech Support	0.0	0.0	30.0	30.0
-Finance	225.6	0.0	133.8	359.4
-Retirement and Benefits	0.0	0.0	792.3	792.3
FY2003 Governor	9,775.2	409.5	31,897.9	42,082.6

Component: Office of the Commissioner

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Component Mission

To provide support and policy direction to divisions within the department.

Component Services Provided

Policy direction

- Liaison with the Governor's Office and the Legislature
- Coordination among divisions
- Final administrative decisions on statewide procurement appeals
- Chief advocate for staff and programs

Component Goals and Strategies

See the department overview pages.

Key Component Issues for FY2002 – 2003

- Developing a partnership with private enterprise to provide better, more cost effective telecommunications services and infrastructure to the state will continue as a major initiative in FY2001 with a target for implementation in July, 2001.
- Implement a preference for veterans admission within the Pioneer Home System, and rename the system "The Pioneers' and Veterans' Homes", to provide better long term care options for veterans residing in Alaska.
- Workforce Planning: Recruitment and retention of a qualified workforce is the number one problem identified by most state agencies; it is, therefore a top priority for State government in FY 2002. More must be learned about what attracts young people into a specific workplace; how to market the state as an employer; and how to use more effective recruitment tools. Current projections indicate the state will lose 25% of it's workforce in the next five years just to retirement. The retention of younger employees, and changes in employee management practices, and in the structure of the state's wage and benefit packages will become increasingly more important.

Major Component Accomplishments in 2001

Successfully negotiated a partnering contract with Alaska Communications Systems Group resulting in a public/private partnership for the delivery of telecommunications services to support state agency operations.

In partnership with the Alaska State Employees Association, converted the General Government Unit health insurance program to a union managed Health Trust effective July 1, 2001.

Implemented the Public Building Fund program including the transfer of building management responsibility (maintenance and operations) from DOT/PF to DOA for all state-owned office buildings and the Governor's Mansion in Juneau, the Atwood Building in Anchorage, and the Fairbanks Regional Office Building in Fairbanks.

Statutory and Regulatory Authority

See component pages.

Office of the Commissioner
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	467.9	404.5	513.2
72000 Travel	23.5	20.5	20.5
73000 Contractual	48.1	39.0	39.0
74000 Supplies	5.2	16.2	16.2
75000 Equipment	22.1	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	566.8	480.2	588.9
Funding Sources:			
1004 General Fund Receipts	156.4	133.0	136.4
1007 Inter-Agency Receipts	409.6	347.2	452.5
1053 Investment Loss Trust Fund	0.8	0.0	0.0
Funding Totals	566.8	480.2	588.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	409.6	347.2	473.5	452.5	452.5
Investment Loss Trust Fund	51393	0.8	0.0	0.0	0.0	0.0
Restricted Total		410.4	347.2	473.5	452.5	452.5
Total Estimated Revenues		410.4	347.2	473.5	452.5	452.5

Office of the Commissioner

Proposed Changes in Levels of Service for FY2003

No component service changes.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	133.0	0.0	347.2	480.2
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	3.4	0.0	6.8	10.2
Proposed budget increases:				
-Restore Funding for Special Assistant Position	0.0	0.0	98.5	98.5
FY2003 Governor	136.4	0.0	452.5	588.9

Office of the Commissioner
Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	4	5	Annual Salaries	397,795
Part-time	1	1	COLA	13,440
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	119,319
			<i>Less 3.27% Vacancy Factor</i>	(17,354)
			Lump Sum Premium Pay	0
Totals	5	6	Total Personal Services	513,200

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Asst Commissioner	0	0	1	0	1
Commissioner	0	0	1	0	1
Dep Commissioner	0	0	1	0	1
Exec Secretary II	0	0	1	0	1
Secretary	0	0	1	0	1
Spec Asst To The Comm II	0	0	1	0	1
Totals	0	0	6	0	6

Component: Tax Appeals

Contact: Shelley Higgins, Chief Administrative Law Judge

Tel: (907) 465-5641 **Fax:** (907) 465-2280 **E-mail:** Shelley_Higgins@admin.state.ak.us

Component Mission

To offer independent and cost-effective adjudication of tax and administrative appeals.
(Differs from CH90, SLA2001).

Component Services Provided

- Conduct hearings and issue final administrative decisions in all taxpayer appeals from informal conference decisions of the Department of Revenue.
- Conduct hearings and issue recommended or final decisions, as provided by law, in appeals to the Commissioner of the Department of Administration in procurement, longevity bonus and personnel matters.
- Hear and decide administrative appeals referred by other departments.

Component Goals and Strategies

FOSTER PUBLIC CONFIDENCE IN THE FAIRNESS AND EFFECTIVENESS OF THE ADMINISTRATIVE APPEALS PROCESS

- Streamline procedures in small appeals and use telecommunications technology to provide fair hearings where the cost of in-person hearings is prohibitive;
- Facilitate public access to final decisions and administrative law by publishing decisions on the Internet.

PROVIDE INCREASED HEARING SERVICES TO OTHER AGENCIES

- Provide timely, cost-effective hearings by impartial hearing officer in appeals that are voluntarily referred to the Office of Tax Appeals (OTA) by other departments.

Key Component Issues for FY2002 – 2003

- OTA depends on interagency receipt funding for hearing services in order to fully fund the full-time hearing officer position that is needed, in addition to the Administrative Law Judge position, to provide timely hearings and decisions in non-tax cases. Actual receipts from agencies that voluntarily refer appeals to OTA for hearing have been below the budgeted interagency receipts needed to cover the hearing officer salary.

Major Component Accomplishments in 2001

- Continued to provide timely hearings and decisions in administrative appeals despite a growing caseload of non-tax appeals and no budget increase.

Statutory and Regulatory Authority

AS 43.05.400-499	Tax Appeals
AS 36.30.595-680	Procurement
AS 47.45.050	Longevity Bonus
AS 39.25	State Personnel Act

Tax Appeals

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	202.3	196.8	200.5
72000 Travel	2.1	7.5	7.5
73000 Contractual	13.7	16.7	16.7
74000 Supplies	1.5	3.0	3.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	219.6	224.0	227.7
Funding Sources:			
1004 General Fund Receipts	181.8	183.2	186.7
1007 Inter-Agency Receipts	36.6	40.8	41.0
1053 Investment Loss Trust Fund	1.2	0.0	0.0
Funding Totals	219.6	224.0	227.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	36.6	40.8	30.5	41.0	18.0
Investment Loss Trust Fund	51393	1.2	0.0	0.0	0.0	0.0
Restricted Total		37.8	40.8	30.5	41.0	18.0
Total Estimated Revenues		37.8	40.8	30.5	41.0	18.0

Tax Appeals

Proposed Changes in Levels of Service for FY2003

No changes proposed.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	183.2	0.0	40.8	224.0
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	3.5	0.0	0.2	3.7
FY2003 Governor	186.7	0.0	41.0	227.7

Tax Appeals

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	2	2	Annual Salaries	154,026
Part-time	1	1	COLA	4,181
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	48,773
			Less 3.12% Vacancy Factor	(6,465)
			Lump Sum Premium Pay	0
Totals	3	3	Total Personal Services	200,515

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk II	0	0	1	0	1
Administrative Law Judge	0	0	1	0	1
Hearing Officer	0	0	1	0	1
Totals	0	0	3	0	3

Component: Administrative Services

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

To provide support services to departmental programs.

Component Services Provided

- Establish departmental business management policies and procedures and provide training for all DOA administrative staffs
- Develop the department's annual budget; liaison with the Office of Management and Budget and the Legislature on budget matters
- Provide centralized procurement, accounting, personnel, and payroll support to divisions
- Oversee department business management practices to assure compliance with state and federal rules; coordinate Legislative and OMB audits of DOA programs
- Provide management of the DOA Information Technology support program.

Component Goals and Strategies

REDUCE ADMINISTRATIVE OVERHEAD COSTS TO ALL DOA PROGRAMS WHILE IMPROVING EFFICIENCY AND EFFECTIVENESS OF SUPPORT SERVICES PROVIDED

- Recruit administrative and technical staff throughout the department who are the most competent candidates available, who are also innovative and oriented toward change
- Provide effective training for the DOA Administrative Support Team through workshops, special just-in-time sessions, and one-on-one training
- Continually improve communication with the DOA Administrative Support Team through periodic formal meetings, informal meetings, and use of email
- Continually review business processes for more efficient/effective methods
- Participate actively in the research and development of statewide electronic commerce projects

Key Component Issues for FY2002 – 2003

- Continue to provide assistance and training to all divisional staff to promote consistent, quality administrative workproducts.
- Ensure that all department employees responsible for procurements have Procurement Certification Program training/certification by January, 2002.
- Continuing to improve support to programs based outside of Juneau.
- Develop and refine performance measure procedures and methodologies with the legislature and OMB.

Major Component Accomplishments in 2001

- Worked with the Office of Public Advocacy to resolve ongoing issues related to the specialized trust accounting software used by the public guardianship program.
- Assisted the Division of Finance with development of a request for proposals (RFP) and eventual award of a contract to combine the state's travel card and purchasing card into a single program to improve the efficiency of these programs and the related accounting processes.
- Worked with the Information Technology Group on the human resources issues related to telecommunications partnering initiative.

Statutory and Regulatory Authority

AS 36.30
AS 37.05.316 Grants to named recipients.
AS 37.07 Executive Budget Act
AS 39.20 Compensation and Allowances (salaries and travel)
AS 39.25 State Personnel Act
AS 44.21 Department of Administration
AS 44.62 Administrative Procedure Act
AS 44.77 Claims Against the State

Administrative Services

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,342.6	1,346.7	1,377.3
72000 Travel	18.8	10.1	10.1
73000 Contractual	170.2	175.5	175.5
74000 Supplies	27.5	8.3	8.3
75000 Equipment	13.2	7.9	7.9
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,572.3	1,548.5	1,579.1
Funding Sources:			
1004 General Fund Receipts	97.1	75.0	76.7
1007 Inter-Agency Receipts	1,475.2	1,473.5	1,502.4
Funding Totals	1,572.3	1,548.5	1,579.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	1,475.2	1,473.5	1,497.5	1,502.4	1,707.2
Restricted Total		1,475.2	1,473.5	1,497.5	1,502.4	1,707.2
Total Estimated Revenues		1,475.2	1,473.5	1,497.5	1,502.4	1,707.2

Administrative Services**Proposed Changes in Levels of Service for FY2003**

No significant service changes are anticipated.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	75.0	0.0	1,473.5	1,548.5
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	1.7	0.0	28.9	30.6
FY2003 Governor	76.7	0.0	1,502.4	1,579.1

Administrative Services

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	23	23	Annual Salaries	1,055,449
Part-time	0	0	COLA	29,601
Nonpermanent	1	1	Premium Pay	0
			Annual Benefits	389,258
			<i>Less 6.58% Vacancy Factor</i>	(96,997)
			Lump Sum Premium Pay	0
Totals	24	24	Total Personal Services	1,377,311

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant V	0	0	1	0	1
Accounting Clerk II	0	0	1	0	1
Accounting Spvr II	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Administrative Clerk I	0	0	2	0	2
Administrative Clerk III	0	0	1	0	1
Administrative Manager I	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resources Mgr III	0	0	1	0	1
Personnel Asst I	0	0	3	0	3
Personnel Asst II	1	0	2	0	3
Personnel Officer I	0	0	1	0	1
Personnel Specialist I	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
Program Budget AnalystIII	0	0	1	0	1
Program Budget AnalystIV	0	0	1	0	1
Totals	1	0	23	0	24

Component: DOA Information Technology Support

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

Manage department information technology resources to maximize investment in hardware, software, and staff, and provide consistent services across the department.

(Mission statement for this component was not provided in CH90, SLA2001).

Component Services Provided

- Comprehensive around-the-clock centralized desktop computer support for the entire department
- Maintenance of the department network
- Analysis of software and hardware product requirements and enhancements
- Liaison with the Information Technology Group

Component Goals and Strategies

MAXIMIZE RETURN ON INVESTMENT IN INFORMATION TECHNOLOGY AND MINIMIZE COST OF OWNERSHIP

- Create a single logical network to share resources and tools
- Use standard hardware and software to reduce cost of providing services across the network
- Provide adequate training to technical staff to ensure they can provide excellent service

PROVIDE A CONSISTENT LEVEL OF SUPPORT ACROSS THE DEPARTMENT

- Utilize a Governance Group to establish department information technology policy and standards
- Manage the work of the DOA Information Technology team to ensure quality, timely support for all DOA locations

Key Component Issues for FY2002 – 2003

- Continuing to migrate divisions to a common minimum hardware and software level within existing budget constraints.
- Providing adequate training to technical staff to ensure they can provide excellent service.
- Continue to improve background processes such as virus detection and recovery and directory integration to improve the efficiency and safety of our computer systems.

Major Component Accomplishments in 2001

- Began upgrading all departmental local area (LAN) and wide area (WAN) networks to improve the design, function, and flexibility of these networks, and to make them more compatible with other state systems and vendor networks.
- Migrated from local anti-virus software and tape backup systems to an enterprise-wide antivirus and backup system.
- Improved installation process for software upgrades, including localized database applications, reducing the time to convert large offices and making more efficient use of both technical staff and customer time.

Statutory and Regulatory Authority

N/A

DOA Information Technology Support

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	876.9	891.4	907.8
72000 Travel	14.0	55.0	55.0
73000 Contractual	192.6	105.5	135.5
74000 Supplies	23.5	41.2	41.2
75000 Equipment	3.8	23.7	23.7
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,110.8	1,116.8	1,163.2
Funding Sources:			
1007 Inter-Agency Receipts	1,110.8	1,116.8	1,163.2
Funding Totals	1,110.8	1,116.8	1,163.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Interagency Receipts	51015	5.4	0.0	0.0	0.0	0.0
Unrestricted Total		5.4	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	1,110.8	1,116.8	1,116.8	1,163.2	1,263.2
Restricted Total		1,110.8	1,116.8	1,116.8	1,163.2	1,263.2
Total Estimated Revenues		1,116.2	1,116.8	1,116.8	1,163.2	1,263.2

DOA Information Technology Support

Proposed Changes in Levels of Service for FY2003

No significant changes in the level of support are expected.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	1,116.8	1,116.8
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	0.0	0.0	16.4	16.4
Proposed budget increases:				
-Software Licenses Cost Increase	0.0	0.0	30.0	30.0
FY2003 Governor	0.0	0.0	1,163.2	1,163.2

DOA Information Technology Support

Personal Services Information

Authorized Positions			Personal Services Costs	
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	15	13	Annual Salaries	698,365
Part-time	0	0	COLA	17,370
Nonpermanent	2	3	Premium Pay	0
			Annual Benefits	239,091
			<i>Less 6.18% Vacancy Factor</i>	(58,993)
			Lump Sum Premium Pay	12,000
Totals	17	16	Total Personal Services	907,833

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Analyst/Programmer III	1	0	0	0	1
College Intern I	0	0	1	0	1
Data Processing Mgr II	0	0	1	0	1
Data Processing Tech III	1	0	0	0	1
Micro/Network Spec I	2	0	3	0	5
Micro/Network Spec II	1	0	1	0	2
Micro/Network Tech I	0	0	1	0	1
Micro/Network Tech II	1	0	0	0	1
Publications Spec II	0	0	1	0	1
Student Intern I	1	0	1	0	2
Totals	7	0	9	0	16

Component: Finance

Contact: Kim J. Garnero, Director, Division of Finance

Tel: (907) 465-3435 **Fax:** (907) 465-2169 **E-mail:** Kim_Garnero@admin.state.ak.us

Component Mission

The mission of the Division of Finance is to provide accountability of the State's financial resources.

Component Services Provided

- Payroll processing and accounting for all three branches of state government.
- General ledger accounting including budgets and vendor payments for all three branches of government.
- Producing the State's Comprehensive Annual Financial Report and other statewide reporting responsibilities.
- Electronic commerce services including electronic vendor payments, purchasing card management and processing, travel card management and processing.
- User documentation and information technology to support all services.

Component Goals and Strategies

PROVIDE EACH STATE AGENCY WITH THE FINANCIAL POLICY, EXPERTISE, TOOLS, AND INFRASTRUCTURE IT NEEDS TO ACCOMPLISH ITS INDIVIDUAL AGENCY MISSION

- Provide flexible accounting and payroll systems so that each agency may manage its human and other resources at the optimum levels.
- Use professional accounting staff to develop and implement financial policies and procedures that are compliant with Generally Accepted Accounting Principles (GAAP).
- Provide all state agencies with access to contemporary automated business processes such as purchasing cards, travel management systems, and electronic vendor payments.

Key Component Issues for FY2002 – 2003

- Adequate staffing - The Division of Finance is comprised primarily of information technology and accounting professionals. Attracting and retaining these individuals is an ongoing challenge. We need to provide training programs and other motivators as incentives to join and stay with our organization.
- Merging of purchasing cards and travel cards into a one-card program - The current trend is toward a single card for both purchases and travel. Cardholders find it more convenient and the associated overhead is limited to a single system. Software options are emerging that manage one-cards with web browser technology. We plan to take this route when replacing the expiring contracts for purchasing cards and travel cards.
- Continued improvement of training and documentation - The systems and policies for which we are responsible change constantly and new users are added every day. Keeping the training sessions and documentation current requires substantial effort.
- Payroll system changes - Vendor support for the payroll system is being discontinued for the current database. The immediate fix is a database conversion to extend the life of the system. Replacement of the current system will eventually be necessary, and a capital project has been proposed for researching replacement options.
- Paperless technologies - We are beginning workflow analysis for many of the paper forms used to administer the accounting and payroll functions. Depending on the outcome of this analysis, we will move work from these paper forms to electronic means over the next few years.

Major Component Accomplishments in 2001

The purchasing card program has been stabilized and rolled out to twelve Executive Branch agencies, as well as the Legislative Branch and Court System. The travel card program is used to some degree by all agencies. Some agencies have expanded their travel cards to include purchasing thereby allowing us to pilot one-card programs under the current contract. We are building the foundation to replace these two separate card programs with a single one-card contract in

FY2003.

Continued to expand electronic payment capability. These payments have grown dramatically from an average of \$5 million per month in FY2000, to \$13 million per month in FY2001, to \$34 million per month so far in FY2002. Initializing the capability requires cooperation between agencies, vendors, and the vendors' bank. Once the link is established, this function speeds payment securely directly between the state and the vendor's bank. The number of vendors has doubled in FY2002 as we have added many grantees and contractors at the request of several state agencies.

Improved our website by adding additional resources and ensuring all information remains current. Documentation available over the web includes downloadable versions of the Alaska Administrative Manual, the Accounting Procedures Manual, and the AKSAS Handy Guide. Many of the forms used to administer the accounting and payroll functions can be downloaded. Information specific to the purchasing card program and our electronic payment function has been added. As a result, these materials are always current and available to our users anywhere an Internet connection exists. Part of our current redesign effort is to simplify backend maintenance of this substantial documentation library and to provide a newly designed menu system that makes it easier for users to navigate.

Statutory and Regulatory Authority

Alaska Statutes Description

09.35.330	Attachment of salary, wages, etc. of employees (mandate)
14.40.170	Procedures for care, control, and management by the University of Alaska (UA) Board of Regents of UA monies, receipts, and disbursements.
14.40.290	UA property and funds generally
14.40.400	Fund for money from sale or lease of land granted by Act of Congress.
14.43.325	Funding. (b) payments to the memorial scholarship revolving loan fund.
23.40	Labor organizations
34.45.280	Unclaimed property
34.45.320	Payment or delivery of abandoned property
37.05.020	Adoption of regulations
37.05.040	Legal custody of records
37.05.130	General Powers, responsible for all accounts and purchases
37.05.140	Accounting System
37.05.142	Accounting for Program Receipts
37.05.150	Fund and Accounts
37.05.165	Petty Cash Accounts
37.05.170	Restrictions on payments and obligations
37.05.180	Two-year limitation on payment of warrants
37.05.190	Pre-audit of Claims
37.05.200	Pre-audit of Receipts
37.05.210	Fiscal Reporting and Statistics
37.05.285	Payment for State Purchases
37.05.500	Special Funds
37.05.510	Working Reserve Account
37.05.910	Applicability to University of Alaska (uniform financial procedures)
37.05.920	Fiscal Year
37.10.010	Disbursements
37.10.030	Responsibility of officer or employee approving or certifying voucher
37.10.088	Department of Administration authorized to make advances to the University
37.15.012	Continuing debt service appropriation
37.15.015	General Obligation Bonds
37.15.120	Regulations for bonds
37.15.140	Bond Committee Duties
37.15.170	State bond committee to certify annual principal, interest, and reserve requirements
37.25.010	Unexpended Balance of One Year Appropriations
37.25.020	Unexpended Balance of Appropriations for Capital Projects
39.20	Compensation and Allowances
39.27.025	Shift Differential
39.30	Insurance and Supplemental Employee Benefits
39.35.680	Definition of Compensation for Retirement System.

39.40 U.S. Savings Bonds
39.45 Deferred Compensation Plan
43.05.170 Payment of Warrants
44.17.010 Delegation of functions
44.17.030 Adoption of regulations
44.21.020 Duties of the Department. (2) keep general accounts, (3) approve vouchers and disburse funds for all purposes.
44.21.040 Records or accounts of Claims and Warrants
44.62 Administrative Procedure Act
44.77 Claims against the State

Federal Requirements

Internal Revenue Code

Federal Insurance Contributions Act

Fair Labor Standards Act

Federal Unemployment Tax Act

Family and Medical Leave Act

Federal Child Support Regulations

Federal Maritime Act

Cash Management Improvement Act

Freedom of Information Act

North American Free Trade Agreement (NAFTA)

U.S. Office of Management and Budget - Circular A-87, Cost Principles for State and Local Governments

U.S. Office of Management and Budget - Circular A-102, Grants and Cooperative Agreements with State and Local Governments

U.S. Office of Management and Budget - Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

Finance

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	3,057.4	3,211.0	3,495.5
72000 Travel	37.2	3.0	3.0
73000 Contractual	2,642.0	2,661.6	2,804.4
74000 Supplies	71.4	29.2	29.2
75000 Equipment	18.3	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,826.3	5,904.8	6,332.1
Funding Sources:			
1004 General Fund Receipts	4,627.2	4,661.9	4,955.4
1007 Inter-Agency Receipts	1,157.0	1,130.4	1,264.2
1053 Investment Loss Trust Fund	24.1	0.0	0.0
1108 Statutory Designated Program Receipts	18.0	112.5	112.5
Funding Totals	5,826.3	5,904.8	6,332.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	23.7	0.0	0.0	0.0	0.0
Unrestricted Total		23.7	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	1,157.0	1,130.4	1,189.4	1,264.2	1,323.2
Statutory Designated Program Receipts	51063	18.0	112.5	112.5	112.5	112.5
Investment Loss Trust Fund	51393	24.1	0.0	0.0	0.0	0.0
Restricted Total		1,199.1	1,242.9	1,301.9	1,376.7	1,435.7
Total Estimated Revenues		1,222.8	1,242.9	1,301.9	1,376.7	1,435.7

Finance

Proposed Changes in Levels of Service for FY2003

Historically the Division of Finance has provided basic, centralized accounting services to state agencies. These services have been provided through the State's statewide accounting system (AKSAS), the State's statewide payroll system (AKPAY), and related systems. Over the past several years, Finance has focused on enhancements to the State's financial and administrative business processes such as electronic vendor payments, purchasing cards for small purchases, travel cards for employees traveling on official state business, and other electronic commerce initiatives. In FY2003, the division will integrate the two card programs into a single one-card contract that will consolidate overhead associated with credit cards and more smoothly interface with AKSAS.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	4,661.9	0.0	1,242.9	5,904.8
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	67.9	0.0	0.0	67.9
Proposed budget increases:				
-AKPAY Programmers for Aging Payroll System	225.6	0.0	0.0	225.6
-AKPAY/AKSAS Chargeback: Rates Approved by AST	0.0	0.0	133.8	133.8
FY2003 Governor	4,955.4	0.0	1,376.7	6,332.1

Finance

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	47	50	Annual Salaries	2,672,752
Part-time	0	0	COLA	74,306
Nonpermanent	1	3	Premium Pay	23,000
			Annual Benefits	939,596
			<i>Less 5.77% Vacancy Factor</i>	(214,154)
			Lump Sum Premium Pay	0
Totals	48	53	Total Personal Services	3,495,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	6	0	6
Accountant IV	0	0	6	0	6
Accountant V	0	0	2	0	2
Accounting Clerk II	0	0	2	0	2
Accounting Tech I	0	0	2	0	2
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Svcs Mgr	0	0	1	0	1
Analyst/Programmer I	0	0	1	0	1
Analyst/Programmer II	0	0	1	0	1
Analyst/Programmer III	0	0	2	0	2
Analyst/Programmer IV	0	0	10	0	10
Analyst/Programmer V	0	0	2	0	2
College Intern I	0	0	1	0	1
Division Director	0	0	1	0	1
Payroll Manager	0	0	1	0	1
Payroll Specialist I	0	0	2	0	2
Payroll Specialist II	0	0	1	0	1
Personnel Asst I	0	0	1	0	1
Personnel Asst II	0	0	2	0	2
Personnel Specialist I	0	0	2	0	2
State Accountant	0	0	1	0	1
Student Intern III	0	0	2	0	2
Totals	0	0	53	0	53

Component: Personnel

Contact: Sharon Barton, Director, Division of Personnel

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Component Mission

To assist State agencies to hire and retain a qualified workforce.

Component Services Provided

Provide policy direction and accurate procedures and guidelines to state agencies on all aspects of workforce management and development. These include:

- Recruitment
- Selection
- Classification
- Pay
- Workforce Planning
- Implementation of employment laws including Americans with Disabilities Act, Family Medical Leave Act, Alaska Family Leave Act, and Title 7 Discrimination and Harassment laws

Provide training for:

- Statewide human resources staff on all technical areas of personnel management
- All state supervisors and managers on their responsibilities under the law and state labor contracts

Provide centralized infrastructure for state personnel management including:

- Workplace Alaska – the state's online recruitment and hiring system
- Employee database and reports
- Employee and position records

Component Goals and Strategies

ENSURE VALID AND RESPONSIVE CORE HUMAN RESOURCES SYSTEMS THROUGH

- Clear and accurate policies and procedures
- Comprehensive training for all levels of the Statewide Human Resource Team
- Audit of statewide practices
- Optimal use of technology

BUILD STRONG WORKING RELATIONSHIPS WITH ALL STAKEHOLDERS THROUGH

- Joint training
- Collaborative problem solving
- Information exchange

DEVELOP A COMPREHENSIVE HUMAN RESOURCES STRATEGIC PLANNING PROCESS

- Work with all agencies to identify core subjects
- Amend or develop training materials as necessary
- Develop training staff resources from existing statewide staff
- With agencies and bargaining units, develop implementation plan

DEVELOP PROPOSED SOLUTIONS TO THE JOB CLASSIFICATION SYSTEM PROBLEMS

- Revalidate problems previously identified
- Research possible solutions
- Train statewide classification staff on basic fundamentals as well as new trends in classification
- Develop a workplan to address problems within current budget/with additional funding

Key Component Issues for FY2002 – 2003

RECRUITMENT AND RETENTION OF A QUALIFIED WORKFORCE continues to be the number one issue facing state managers. Factors affecting recruitment and retention include: demographics; low in-state unemployment; state wages being significantly below market; unmanageable workload resulting in paid or uncompensated overtime, burnout, and poor supervision and management. In FY2002, we began to issue a quarterly State Workforce Profile to inform agencies about statewide demographics and trends and to provide them with agency specific data. We continue to support agency efforts at workforce planning and to develop improved recruitment strategies. We began an employee survey project designed to provide additional information about recruitment and retention factors. We completed an initial survey. Additional surveys are planned including an exit survey of employees leaving state work.

Legislation to provide pay flexibility, when pay is a factor in recruitment and retention problems, may be considered.

Major Component Accomplishments in 2001

- **CLASSIFICATION AND PAY TRAINING.** Classification and pay is one of the most technical areas of personnel management. This year we provided two intensive training sessions for statewide classification staff. Most participants sat for the exam following the training giving them professional continuing education credit.
- **DISCRIMINATION/HARRASSMENT TRAINING.** Lack of understanding of state and federal discrimination and harassment laws by state supervisors and managers results in workplace problems and financial liability to the state. We have tripled our training effort in this area this fiscal year offering both standard and custom classes to all agencies.
- **JOB/CAREER FAIRS.** The Division of Personnel developed a professional booth showcasing Alaska state jobs and participated in seven in-state and two northwestern job fairs. Attendance at out of state job fairs is focused on job specific recruitment when in-state candidates are not available – nurses and engineers for example.
- **WORKFORCE PLANNING.** The Division of Personnel sponsored Steve Goodrich from the Center for Organizational Excellence to provide briefings to the Cabinet and Legislature on Workforce Planning. He also taught a day-long seminar on the topic for state directors, managers, human resources staff, and union representatives. These briefings and training provided a base of information about national workforce trends and common challenges in recruitment and retention in today's job market. The training also provided a general approach for agencies that need to do comprehensive planning.
- **EMPLOYEE LAW TRAINING.** In partnership with the Department of Law, we sponsored a one-day intensive update for human resource professionals and their administrative services directors. The training focused on good management practices as well as limiting the state's financial liability.
- **ALL EMPLOYEE SURVEY.** Over 5,000 state employees participated in an online survey during August. The survey was designed to provide information on employee retention issues. Results indicate that employees are most concerned about wages and benefits, and then supervision/management issues, growth and development opportunity, and work load.

Statutory and Regulatory Authority

AS 39.25	State Personnel Act
AS 39.26	Rights of State Employees
AS 39.27	Pay Plan for State Employees
AS 44.21.020(1),(8)	Duties of Department
AS 44.21.500-508	<i>Office of Equal Employment Opportunity (Repealed)</i>
AS 23.10	Employment Practices and Working Conditions
AS 23.40	Labor Organizations
2 AAC 07	Personnel Rules
2 AAC 10	Collective Bargaining Among Public Employees
8 AAC 97	Labor Relations

Alaska Constitution, Art. XII, Sec. 6

Personnel

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,373.0	1,759.6	1,930.5
72000 Travel	83.2	49.6	49.6
73000 Contractual	657.4	683.0	510.0
74000 Supplies	37.3	25.5	25.5
75000 Equipment	136.9	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,287.8	2,517.7	2,515.6
Funding Sources:			
1004 General Fund Receipts	1,944.3	1,935.6	1,928.4
1007 Inter-Agency Receipts	333.1	506.0	511.1
1053 Investment Loss Trust Fund	10.4	0.0	0.0
1061 Capital Improvement Project Receipts	0.0	76.1	76.1
Funding Totals	2,287.8	2,517.7	2,515.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	333.1	506.0	503.0	511.1	511.1
Capital Improvement Project Receipts	51200	0.0	76.1	76.1	76.1	76.1
Investment Loss Trust Fund	51393	10.4	0.0	0.0	0.0	0.0
Restricted Total		343.5	582.1	579.1	587.2	587.2
Total Estimated Revenues		343.5	582.1	579.1	587.2	587.2

Personnel

Proposed Changes in Levels of Service for FY2003

- INCREASE TRAINING OF SUPERVISORS AND MANAGERS AND STATEWIDE HUMAN RESOURCE STAFF – A comprehensive training curriculum for supervisors and managers will increase employee productivity and decrease state financial liability. Training for statewide human resource staff will enable agencies to support supervisors and managers more effectively.
- INCREASE SUPPORT TO AGENCIES ENGAGED IN WORKFORCE PLANNING

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,935.6	0.0	582.1	2,517.7
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	42.8	0.0	5.1	47.9
-Remove Fiscal Note Funding for SB 65, State Employee Pay Equity Study	-50.0	0.0	0.0	-50.0
FY2003 Governor	1,928.4	0.0	587.2	2,515.6

Personnel**Personal Services Information**

Authorized Positions		Personal Services Costs	
	FY2002	FY2003	
	Authorized	Governor	
Full-time	31	31	Annual Salaries 1,472,142
Part-time	0	0	COLA 48,830
Nonpermanent	0	2	Premium Pay 0
			Annual Benefits 531,292
			<i>Less 5.93% Vacancy Factor</i> (121,764)
			Lump Sum Premium Pay 0
Totals	31	33	Total Personal Services 1,930,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk II	0	0	1	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Clerk II	0	0	3	0	3
Administrative Clerk III	1	0	1	0	2
Administrative Manager I	0	0	1	0	1
Analyst/Programmer III	0	0	1	0	1
Analyst/Programmer IV	0	0	1	0	1
Data Processing Mgr II	0	0	1	0	1
Division Director	0	0	1	0	1
Personnel Asst I	0	0	2	0	2
Personnel Asst II	0	0	1	0	1
Personnel Manager I	1	0	1	0	2
Personnel Manager II	0	0	1	0	1
Personnel Specialist I	1	0	6	0	7
Personnel Specialist II	2	0	1	0	3
Personnel Specialist III	0	0	2	0	2
Research Analyst II	0	0	1	0	1
Student Intern I	0	0	2	0	2
Totals	5	0	28	0	33

Component: Labor Relations

Contact: Sharon Barton, Director, Division of Personnel

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Component Mission

To achieve the purposes of the Public Employment Relations Act by acting as the executive branch representative in contract negotiations and contract administration matters.

(Mission statement for this component was not provided in CH90, SLA2001).

Component Services Provided

CONTRACT NEGOTIATION – Negotiations for the state's 12 bargaining unit contracts and subsequent amendments to the contracts are coordinated by Labor Relations staff. Staff act as chief spokespersons for the state's bargaining teams and handle all associated logistics. The section is responsible for issuing contract interpretive memoranda as needed.

CONTRACT ADMINISTRATION – Labor Relations staff investigate complaints and grievances that reach the Commissioner of Administration level in the process and work with the unions and agency staffs to settle whenever possible. When grievances cannot be settled Labor Relations staff are advocates for management in arbitrations.

TRAINING – Labor Relations staff provide training on all new contracts, facilitate training for agency human resource managers on employment law and on the arbitration process, and dispute/complaint handling training for state supervisors.

ADVICE AND COUNSEL – Staff provide expert advice and counsel to human resource managers on employee relations issues.

Component Goals and Strategies

REDUCE STATE LIABILITY BY PROVIDING ON-GOING TRAINING FOR HUMAN RESOURCE MANAGERS, LABOR RELATIONS STAFF AND STATE SUPERVISORS

- Continue joint training of statewide supervisors and Alaska State Employees Association (ASEA) stewards (see accomplishments section);
- Continue quarterly joint training of Labor Relations staff and agency human resource managers.

BE PREPARED FOR CONTRACT NEGOTIATIONS – All 12 State bargaining unit contracts will expire by June 30, 2003. Contract negotiations are expected to begin during FY2003.

- Identify issues; develop strategy;
- Select chief spokespersons and team members for each bargaining unit;
- Provide training for chiefs and joint team training with unions.

Key Component Issues for FY2002 – 2003

IMPACT OF LIKELY DELAY OF CONTRACT NEGOTIATIONS - With the gubernatorial election in November 2002, labor contract negotiations may be delayed. It is unlikely that contracts and monetary terms will be available to present to the 2003 legislature by the 60th day. It is unknown at this time whether contract extensions will be negotiated or whether we will be operating with expired contracts until monetary terms can be approved in the 2004 session. This situation is expected to put increasing stress on labor-management relations.

Major Component Accomplishments in 2001

IMPROVED WORKING RELATIONS WITH AFSCME/ASEA – GGU BARGAINING UNIT – Last February State Labor Relations staff and ASEA business agents worked together for two days with facilitators from the Federal Mediation and Conciliation Service to determine whether/how we could build a more effective working relationship. The outcome was a document of understanding known as the Kenai Covenant of Good Faith. The covenant is based on our common desire to settle employee disputes at the lowest possible level in the state organization. The agreement spells nine guidelines

for achieving this goal. The ninth point calls for joint training of all State supervisors and GGU stewards. Seven sessions were held around the state before the end of the fiscal year. The State and AFSCME/ASEA applied for and have now received a grant from the Federal Mediation and Conciliation Service in FY2002 to conduct the remainder of these joint sessions. The training is designed to build mutual respect through a common understanding of the roles and responsibilities of both parties. Approximately 20 sessions will be held during FY 2002. Training should be completed in early FY2003.

REDUCTION IN GRIEVANCE FILING – Since mid-FY2001, grievances filed by our largest employee union, ASEA, have been reduced by approximately 30%. Increased cooperation between union and management is largely responsible for the reduction.

Statutory and Regulatory Authority

AS 23.40.070-250 Public Employment Relations Act

Labor Relations

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	660.2	808.9	826.0
72000 Travel	48.3	31.8	31.8
73000 Contractual	165.1	134.3	137.3
74000 Supplies	9.6	8.0	8.0
75000 Equipment	0.1	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	883.3	983.0	1,003.1
Funding Sources:			
1004 General Fund Receipts	878.5	983.0	1,003.1
1053 Investment Loss Trust Fund	4.8	0.0	0.0
Funding Totals	883.3	983.0	1,003.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Investment Loss Trust Fund	51393	4.8	0.0	0.0	0.0	0.0
Restricted Total		4.8	0.0	0.0	0.0	0.0
Total Estimated Revenues		4.8	0.0	0.0	0.0	0.0

Labor Relations**Proposed Changes in Levels of Service for FY2003**

No change in service level.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	983.0	0.0	0.0	983.0
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	20.1	0.0	0.0	20.1
FY2003 Governor	1,003.1	0.0	0.0	1,003.1

Labor Relations**Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	12	12	Annual Salaries	622,084
Part-time	0	0	COLA	20,582
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	217,283
			<i>Less 3.95% Vacancy Factor</i>	(33,989)
			Lump Sum Premium Pay	0
Totals	12	12	Total Personal Services	825,960

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk III	0	0	1	0	1
Labor Rel Specialist I	0	0	4	0	4
Labor Rel Specialist II	0	0	1	0	1
Labor Rel Specialist III	0	0	3	0	3
Labor Relations Mgr	0	0	1	0	1
Personnel Asst II	0	0	1	0	1
Personnel Specialist I	0	0	1	0	1
Totals	0	0	12	0	12

Component: Purchasing

Contact: Chris Parce, Director, Division of General Services

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Component Mission

To assist State agencies and political subdivisions to achieve their public mission and reduce costs by providing professional procurement services.

(Mission statement for this component was not provided in CH90, SLA2001).

Component Services Provided

- Establish cost-effective multi-agency term contracts for high use supplies and services needed by all agencies.
- Provide training to client agencies on the application of the State Procurement Code (AS 36.30, 2 AAC 12) and the Alaska Administrative Manual.
- Provide consultation to client agencies to assist them in their procurement of supplies, services and professional services.
- Participate in and facilitate cooperative purchases with qualified public procurement units to increase buying power and leverage limited resources.
- Provide guidance and leadership in procurement by supplying procurement information, policy manuals, automated procurement tools and other necessary information.

Component Goals and Strategies

PROVIDE PROCUREMENT LEADERSHIP THROUGH THE USE OF WEB-BASED PROCUREMENT TOOLS

- Maintain and enhance the Web-based procurement system for state agencies and vendors.

PROVIDE PROCUREMENT LEADERSHIP THAT FOSTERS A COMPETITIVE ACQUISITION PROCESS THROUGH TRAINING, CONSULTATION, AND GUIDANCE TO AGENCIES

- Maintain and enhance the Web-based statewide procurement officer certification and training program to ensure competent, trained individuals conduct state procurements.
- Effectively manage staff and resources to increase service levels to customers by offering new and updated training classes to agency staff.
- Effectively manage staff and resources to add new term contract awards for use by all state agencies.

Key Component Issues for FY2002 – 2003

Increase the current level of services while utilizing the same staff resources to:

- Automate systems and procurement methods using the Internet to foster improved efficiency for state agencies, improved access for Alaska Vendors to state business, and enhanced reporting on state purchasing activities;
- Improve the statewide procurement officer certification and training program with new class offerings;
- Maintain and enhance the Web-based system to track state procurement officer certifications, training records, and delegations of purchasing authority;
- Increase the number of statewide term contracts available for all state agencies and political subdivisions.

Major Component Accomplishments in 2001

- Provided training for 867 state employees in conjunction with the statewide procurement officer certification program.
- Awarded 13 cost-effective contracts for 25 brands of computer equipment.
- Awarded contract for office supplies in Juneau.
- Awarded multiple contracts related to the Court Plaza Building fuel spill.

- Awarded nine systems furniture contracts.
- Conducted quarterly meats and grocery bids for three State facilities.
- Awarded contracts for paper in Anchorage, Fairbanks and Juneau.
- Awarded contract for natural gas in Anchorage and Mat-Su Valley.
- Administered various statewide contracts covering supplies and services such as microcomputers, office supplies, fax machines, heating fuel, bakery goods, groceries, meats, car rental, copiers, laboratory equipment, laundry supplies, and pharmaceuticals which resulted in significant savings to the State.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 44.21.020(1),(4)	Duties of the Department
AS 44.99.200-240	State Publications
2 AAC 12	Procurement
2 AAC 15	Purchasing

Purchasing

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	819.0	851.2	847.4
72000 Travel	27.4	4.4	4.4
73000 Contractual	159.0	132.8	153.6
74000 Supplies	37.3	14.6	14.6
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,042.7	1,003.0	1,020.0
Funding Sources:			
1004 General Fund Receipts	996.4	1,003.0	1,020.0
1007 Inter-Agency Receipts	40.2	0.0	0.0
1053 Investment Loss Trust Fund	6.1	0.0	0.0
Funding Totals	1,042.7	1,003.0	1,020.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	29.5	0.0	40.0	0.0	40.0
Unrestricted Total		29.5	0.0	40.0	0.0	40.0
Restricted Revenues						
Interagency Receipts	51015	40.2	0.0	40.0	0.0	0.0
Investment Loss Trust Fund	51393	6.1	0.0	0.0	0.0	0.0
Restricted Total		46.3	0.0	40.0	0.0	0.0
Total Estimated Revenues		75.8	0.0	80.0	0.0	40.0

Purchasing**Proposed Changes in Levels of Service for FY2003**

None.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,003.0	0.0	0.0	1,003.0
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	17.0	0.0	0.0	17.0
FY2003 Governor	1,020.0	0.0	0.0	1,020.0

Purchasing

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	14	13	Annual Salaries	641,700
Part-time	0	0	COLA	17,594
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	217,807
			<i>Less 3.39% Vacancy Factor</i>	(29,711)
			Lump Sum Premium Pay	0
Totals	14	13	Total Personal Services	847,390

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Administrative Clerk III	0	0	1	0	1
Administrative Manager IV	0	0	1	0	1
Chief Procurement Off	0	0	1	0	1
Contracting Officer III	0	0	5	0	5
Contracting Officer IV	0	0	1	0	1
Division Director	0	0	1	0	1
Publications Tech II	0	0	1	0	1
Totals	0	0	13	0	13

Component: Property Management

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2198 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

Maintain the State's inventory control system by providing effective and efficient management of Executive Branch assets statewide. Develop, implement, and enforce State property control and accounting policies and procedures; assist State agencies in managing their property and operate the State's surplus property disposal and federal surplus property programs.

(Mission statement for this component was not provided in CH90, SLA2001).

Component Services Provided

State Property Accountability

- Assist agencies to maintain the most accurate and effective management system for property control.
- Provide guidance and direction including training, development of procedures, and accountability reviews.
- Maintain a billion-dollar statewide inventory system.
- Develop standardized property accounting procedures to provide physical count and evaluation of personal property assets.
- Assist agencies to provide accurate inventory reports for the State's Annual Financial Report, and to Risk Management, Emergency Services, the Legislature, and other interested parties.

State Surplus Property Disposal

- Coordinate statewide reutilization efforts to locate and transfer available excess property items to State agencies.
- Direct agency property trade-in requests, disposals and destruction of State owned personal property.
- Store, display, and market excess property items.
- Conduct cost effective public sales of excess and obsolete personal property generating an optimum return of revenue to the State.
- Collect and deposit sale revenues, and disperse proceeds to appropriate state accounts.

Federal Surplus Property Program (FSPP)

- Acquire, warehouse, allocate, and distribute donated surplus property to eligible program participants.
- Reissue usable surplus property by direct transfers within rural areas of Alaska.
- Assess and collect service fees sufficient to fully cover the cost of operations.
- Execute and administer agreements pursuant to eligibility, acquisition and utilization of property as required by federal law and the State Plan of Operation.
- Market benefits of available assistance to prospective client organizations to achieve increased statewide participation.
- Train and assist participants to locate and obtain available property.

Component Goals and Strategies

IMPROVE OPERATION EFFICIENCY, CUSTOMER SERVICE, AND COST EFFECTIVENESS

- Minimize expenses by reducing paper dependency, streamlining procedures, and eliminating redundancy;
- Ensure the attendance of our FSPP officer at the General Service Administration's (GSA) Expo assisting with workshops promoting donations to the federal agencies which will result in greater allocations of surplus property to this component;
- Increase the number of state inventory field audits;
- Deploy newly developed automated online state inventory and property control system;
- Provide cross and skill enhancement training to maximize staff productivity;

- Improve storage capacity and protection of surplus and donated assets by improvements to the state and federal warehouses and storage yard;
- Capture greater revenue through increased sales.

Key Component Issues for FY2002 – 2003

- Completion of the development and deployment stages of a new state inventory and property control system which will more adequately meet the control needs of agencies, property officers, and financial reporting requirements.
- Completion of facility enhancement and storage projects: Phase II paving and connex roof shelters.
- Continued support in assisting GSA with the promoting of Federal donations to state agencies.

Major Component Accomplishments in 2001

- Increased surplus storage capacity by at least 15%.
- Re-issued over \$2.25 million in state surplus property among departments.
- Received more than \$500 thousand in trade-in credits for state surplus.
- Sold over 10,000 state surplus items with an original acquisition value exceeding \$18 million.
- Distributed approximately \$8.9 million in federally donated assets. State revenue from federal surplus surcharges reached approximately \$404.0.
- Set in motion the facility enhancement and property storage initiatives - one half of lot paved and one connex roof erected.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05.500	Special Funds
AS 44.21.020 (1), (4)	Duties of Department
AS 44.68.110	Disposition of Surplus State Property
AS 44.68.120-140	Acquisition of Federal Surplus Property
2 AAC 12	Procurement
2 AAC 20	Sale of Surplus Property

Property Management

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	438.9	443.2	508.7
72000 Travel	13.9	13.3	13.3
73000 Contractual	283.7	340.1	287.1
74000 Supplies	16.9	18.9	18.9
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	753.4	815.5	828.0
Funding Sources:			
1004 General Fund Receipts	38.2	42.3	43.1
1005 General Fund/Program Receipts	365.2	369.4	375.4
1033 Surplus Property Revolving Fund	344.3	403.8	409.5
1053 Investment Loss Trust Fund	5.7	0.0	0.0
Funding Totals	753.4	815.5	828.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Surplus Property Revolving Fund	51085	423.9	403.8	403.8	0.0	409.5
Unrestricted Total		423.9	403.8	403.8	0.0	409.5
Restricted Revenues						
General Fund Program Receipts	51060	365.2	369.4	369.4	375.4	375.4
Investment Loss Trust Fund	51393	5.7	0.0	0.0	0.0	0.0
Restricted Total		370.9	369.4	369.4	375.4	375.4
Total Estimated Revenues		794.8	773.2	773.2	375.4	784.9

Property Management
Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	411.7	403.8	0.0	815.5
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	6.8	5.7	0.0	12.5
FY2003 Governor	418.5	409.5	0.0	828.0

Property Management

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	8	8	Annual Salaries	366,498
Part-time	0	0	COLA	10,614
Nonpermanent	0	0	Premium Pay	1,093
			Annual Benefits	144,909
			Less 2.76% Vacancy Factor	(14,414)
			Lump Sum Premium Pay	0
Totals	8	8	Total Personal Services	508,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	1	0	0	0	1
Procurement Spec II	2	0	0	0	2
Procurement Spec IV	1	0	0	0	1
Stock & Parts Svcs Journey II	0	0	1	0	1
Stock & Parts Svcs Sub Journey	3	0	0	0	3
Totals	7	0	1	0	8

Component: Central Mail

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

To provide State agencies located in Juneau with daily sorting, delivery, insertion, and posting services on a fee basis and to maintain continuity and control of statewide administrative forms.

(Mission statement for this component was not provided in CH90, SLA2001).

Component Services Provided

Central Mail Services

- Daily mail posting and post office delivery
- Daily interagency mail receipt, sorting, and distribution
- Scheduled volume inserting and posting services for warrants from the following systems: AKSAS, AKPAY, PERS and TRS Payroll, Longevity Bonus, and the Permanent Fund Dividend
- Scheduled volume folding
- Scheduled volume addressing.
- Scheduled volume document processing for insertion and posting

Forms Management

- Maintain and sell an inventory of centralized administrative forms
- Coordinate the revision of forms with responsible agency
- Maintain Forms Catalog and downloadable forms on Forms Management Web site

Component Goals and Strategies

PROVIDE COST EFFECTIVE CENTRALIZED MAIL SERVICES FOR STATE AGENCIES

- Maximize the use of mail handling and processing resources to capture volume discounts for State agencies;
- Improve equipment maintenance to reduce downtime;
- Effective deployment and marketing of new addressing/labeling and pressure seal systems;
- Purchase new insertion equipment.

REDUCE THE NEED FOR HARD COPY FORMS THROUGH THE USE OF TECHNOLOGY

Key Component Issues for FY2002 – 2003

Continue to improve the State's ability to reduce postage costs and processing resources:

- Provide centralized mail services
- Provide advice and consultation to decentralized agency mail operations on mail methods (sorting, bulk mail, and bar coding)
- Market new addressing and pressure seal systems.

Reduce the cost of statewide forms by working with the Divisions of Finance and Personnel to create electronic online interactive and/or downloadable forms.

Procure and install a new insertion system. New equipment will replace backup 15 year old equipment, improve equipment downtime for our 8 year old system, and increase reliability of mail services.

Automate former processes used by the Division of Occupational Licensing utilizing production folding and stuffing equipment rather than manually folding and stuffing Alaska Business Licenses.

Major Component Accomplishments in 2001

- The Division of Longevity Programs and Central Mail Services worked together to better utilize the Central Mail production folding and stuffing equipment by having the equipment fold and stuff letters that were previously being handled manually.
- The Division of Finance and Central Mail Services worked together to upgrade the labeling system in Central Mail. The new system barcodes letters, pamphlets, brochures, postcards, and various other substrates that were not previously receiving postage discounts, thus reducing postage and processing costs.
- Successful design and implementation of an improved cost accounting allocation system that distributes customer costs more accurately.

Statutory and Regulatory Authority

AS 44.21.020 (1), (6) Duties of Department

Central Mail
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	241.0	236.6	241.9
72000 Travel	0.1	0.8	0.8
73000 Contractual	731.4	864.6	864.6
74000 Supplies	35.4	32.2	32.2
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,007.9	1,134.2	1,139.5
Funding Sources:			
1007 Inter-Agency Receipts	1,007.9	1,134.2	1,139.5
Funding Totals	1,007.9	1,134.2	1,139.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	1,007.9	1,134.2	1,134.2	1,139.5	1,139.5
Restricted Total		1,007.9	1,134.2	1,134.2	1,139.5	1,139.5
Total Estimated Revenues		1,007.9	1,134.2	1,134.2	1,139.5	1,139.5

Central Mail

Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	1,134.2	1,134.2
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	0.0	0.0	5.3	5.3
FY2003 Governor	0.0	0.0	1,139.5	1,139.5

Central Mail

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	5	5	Annual Salaries	169,437
Part-time	0	0	COLA	3,920
Nonpermanent	2	2	Premium Pay	0
			Annual Benefits	73,688
			<i>Less 2.07% Vacancy Factor</i>	(5,110)
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	241,935

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Manager II	0	0	1	0	1
Mail Svcs Courier	0	0	2	0	2
Mail Svcs Lead Courier	0	0	2	0	2
Mail Svcs Trainee	0	0	2	0	2
Totals	0	0	7	0	7

Component: Retirement and Benefits

Contact: Guy Bell, Director, Retirement & Benefits

Tel: (907) 465-4471 **Fax:** (907) 465-3086 **E-mail:** Guy_Bell@admin.state.ak.us

Component Mission

To assure benefits for public employees and retirees.

Component Services Provided

Record keeping and counseling services for the following retirement systems:

- Public Employees' (PERS)
- Teachers' (TRS)
- Judicial (JRS)
- National Guard and Naval Militia (NGNMRS)
- Elected Public Officers (EPORS)

Record keeping and counseling services for two benefit programs:

- Supplemental Annuity Plan
- Supplemental Benefits System

Counseling services for the Deferred Compensation Plan

Administer group health insurance and life insurance programs for active state employees and retired members of the retirement systems, including claims adjudication and counseling. The division has offices in Juneau and Anchorage and provides services to other Alaskan communities by telephone, Internet/e-mail and during field trips.

Component Goals and Strategies

TO ADMINISTER THE STATE'S RETIREMENT AND BENEFIT PLANS EFFICIENTLY AND EFFECTIVELY

- Maintain accurate records
- Distribute benefits in a timely manner
- Protect participants' assets
- Negotiate most cost beneficial benefit plan rates
- Assist employers and employees to make informed decisions
- Provide the maximum in customer service at minimum in cost to the retirement trust funds and each participant.

Key Component Issues for FY2002 – 2003

- Legislative changes to bring existing retirement systems statutes and regulations into compliance with the Internal Revenue Code.
- Retirement and Benefits Systems Growth: Projections prepared by the Division of Retirement and Benefits indicate that the number of PERS and TRS retirees will double over the next 10 years. We also project a gradual increase in the number of PERS and TRS active employees.
- An actuarial audit for defined-benefit pensions plans administered by the division. Established industry standards dictate an actuarial audit be conducted every five years.

Major Component Accomplishments in 2001

- Online computer services for active and retired members were enhanced.
- Worked with legislative sponsors in the passage of legislation making improvements to Tier II and III retiree medical benefits and adding incentives for PERS and TRS retirees to return to full time employment. This legislation was a component of the workforce development and retention initiative.

Statutory and Regulatory Authority

AS 14.20.310-345	Teachers' Leave and Retirement
AS 14.25	Teachers' Retirement System
AS 22.25	Judiciary Retirement and Death Benefits
AS 39.30	Insurance and Supplemental Employee Benefits
AS 39.35	Public Employees' Retirement System
AS 39.45	Public Employees' Deferred Compensation Program
AS 44.21.020 (7)	Duties of Department
2 AAC 35	Public Employees' Retirement System
2 AAC 36	Teachers' Retirement System
2 AAC 37	Judicial, Elected Public Officers, and National Guard/Naval Militia
Retirement systems and	Employee Benefit Systems
2 AAC 39	Group Health and Life Insurance

Retirement and Benefits

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	5,756.8	5,954.1	6,295.1
72000 Travel	183.9	206.8	206.8
73000 Contractual	3,403.4	4,077.0	4,389.3
74000 Supplies	189.9	62.0	287.0
75000 Equipment	61.3	85.6	85.6
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	9,595.3	10,385.5	11,263.8
Funding Sources:			
1007 Inter-Agency Receipts	62.4	1.2	1.4
1017 Benefits Systems Receipts	2,806.3	2,914.1	3,063.5
1023 FICA Administration Fund Account	112.9	112.7	143.0
1029 Public Employees Retirement Fund	4,644.1	5,188.4	5,674.1
1034 Teachers Retirement System Fund	1,852.6	2,048.6	2,252.9
1042 Judicial Retirement System	24.8	25.1	28.4
1045 National Guard Retirement System	92.2	95.4	100.5
Funding Totals	9,595.3	10,385.5	11,263.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
FICA Administration Fund Account	51040	112.9	112.7	112.9	143.0	150.0
Public Employees Retirement Fund	51065	4,644.1	5,188.4	4,650.0	5,674.1	5,677.2
Teachers Retirement System Fund	51090	1,852.6	2,048.6	1,870.0	2,252.9	2,260.1
Judicial Retirement System	51125	24.8	25.1	25.0	28.4	29.1
National Guard Retirement System	51135	92.2	95.4	92.0	100.5	100.7
Benefits System Receipts	51390	2,806.3	2,914.1	2,470.0	3,063.5	3,063.5
Unrestricted Total		9,532.9	10,384.3	9,219.9	11,262.4	11,280.6
Restricted Revenues						
Interagency Receipts	51015	62.4	1.2	62.4	1.4	64.2
Restricted Total		62.4	1.2	62.4	1.4	64.2
Total Estimated Revenues		9,595.3	10,385.5	9,282.3	11,263.8	11,344.8

Retirement and Benefits

Proposed Changes in Levels of Service for FY2003

- Access to online computer services for active and retired members will be further enhanced.
- A customer service initiative will be implemented to improve direct service to active and retired members who contact the division. Service enhancements will include an 800 number and staff whose main purpose is answering telephone and mailed inquiries.
- Develop and implement an improved employee benefits statement for teachers and public employees of political subdivisions.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	10,385.5	10,385.5
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	0.0	0.0	121.0	121.0
-Reduce Fiscal Note Funding for HB 242, Reemployment of PERS/TRS Members	0.0	0.0	-35.0	-35.0
Proposed budget increases:				
-Growth in Customer Base	0.0	0.0	445.0	445.0
-Actuarial, Audit, Legal and Other Services	0.0	0.0	267.3	267.3
-Facility Rent Increase	0.0	0.0	80.0	80.0
FY2003 Governor	0.0	0.0	11,263.8	11,263.8

Retirement and Benefits

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	104	105	Annual Salaries	4,667,016
Part-time	0	0	COLA	113,687
Nonpermanent	5	5	Premium Pay	25,900
			Annual Benefits	1,785,251
			Less 4.50% Vacancy Factor	(296,754)
			Lump Sum Premium Pay	0
Totals	109	110	Total Personal Services	6,295,100

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	4	0	4
Accountant III	0	0	5	0	5
Accountant V	0	0	1	0	1
Accounting Clerk II	0	0	3	0	3
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Administrative Assistant	0	0	1	0	1
Administrative Clerk I	0	0	3	0	3
Administrative Clerk II	1	0	4	0	5
Administrative Clerk III	2	0	2	0	4
Administrative Manager IV	0	0	1	0	1
Analyst/Programmer II	0	0	1	0	1
Analyst/Programmer III	0	0	1	0	1
Analyst/Programmer IV	0	0	4	0	4
Analyst/Programmer V	0	0	2	0	2
Data Processing Mgr III	0	0	1	0	1
Data Processing Tech I	0	0	1	0	1
Data Processing Tech II	0	0	1	0	1
Division Director	0	0	1	0	1
Information Officer II	0	0	1	0	1
Internal Auditor II	0	0	1	0	1
Internal Auditor III	0	0	1	0	1
Microfilm Equip Op I	0	0	2	0	2
Microfilm Equip Op II	0	0	1	0	1
Microfilm Equip Op III	0	0	1	0	1
Payroll Specialist II	0	0	1	0	1
Publications Spec III	0	0	1	0	1
Publications Tech II	0	0	1	0	1
Retirement & Benefits Spec I	1	0	5	0	6
Retirement & Benefits Tech I	0	0	4	0	4
Retirement & Benefits Tech II	1	0	18	0	19
Retirement & Benefits Tech III	0	0	12	0	12
Retirement Ben Manager	0	0	2	0	2
Retirement Ben Spec II	2	0	9	0	11
Retirement Ben Spec III	0	0	2	0	2
Secretary	0	0	1	0	1
Systems Programmer II	0	0	1	0	1
Totals	7	0	103	0	110

Component: Group Health Insurance

Contact: Guy Bell, Director, Retirement & Benefits

Tel: (907) 465-4470 **Fax:** (907) 465-3086 **E-mail:** Guy_Bell@admin.state.ak.us

Component Mission

This component holds the funds for group health administration which is managed as a program of the Retirement and Benefits component.

Component Services Provided

- Health claims processing
- Customer service
- Initial complaint and dispute resolution
- Utilization review and case management
- Assisting the state with compliance with the Consolidated Omnibus Budgetary Reconciliation Act (COBRA) and other continuation plans
- Establishing health care provider and pharmacy networks
- Providing a toll-free health advice telephone line staffed with nurses, and a wellness newsletter
- Issuing payments for Health Care Reimbursements Accounts (HCRAs)

Component Goals and Strategies

See Retirement and Benefits component

Key Component Issues for FY2002 – 2003

See Retirement and Benefits component

Major Component Accomplishments in 2001

See Retirement and Benefits component

Statutory and Regulatory Authority

AS 39.30.090-095	Group Life and Health Insurance, Group Health and Life Benefits Fund
2 AAC 39.900-905	Group Health Insurance (miscellaneous provisions)

Group Health Insurance

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	8.0	22.2	22.2
73000 Contractual	13,818.8	14,349.4	14,349.4
74000 Supplies	3.1	0.0	0.0
75000 Equipment	115.9	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	13,945.8	14,371.6	14,371.6
Funding Sources:			
1017 Benefits Systems Receipts	13,945.8	14,371.6	14,371.6
Funding Totals	13,945.8	14,371.6	14,371.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Benefits System Receipts	51390	13,945.8	14,371.6	14,110.0	14,371.6	14,371.6
Unrestricted Total		13,945.8	14,371.6	14,110.0	14,371.6	14,371.6
Restricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Restricted Total		0.0	0.0	0.0	0.0	0.0
Total Estimated Revenues		13,945.8	14,371.6	14,110.0	14,371.6	14,371.6

Group Health Insurance**Proposed Changes in Levels of Service for FY2003**

See Retirement and Benefits component

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	14,371.6	14,371.6
FY2003 Governor	0.0	0.0	14,371.6	14,371.6

Component: Labor Agreements Miscellaneous Items

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

This component holds funding for miscellaneous provisions of existing bargaining unit agreements.

Component Services Provided

Funding in this component for FY2003 is to provide training to supervisory unit members in accordance with the bargaining unit agreement.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2002 – 2003

No key issues.

Major Component Accomplishments in 2001

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

Labor Agreements Miscellaneous Items

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	50.0	50.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	50.0	50.0
Funding Sources:			
1004 General Fund Receipts	0.0	50.0	50.0
Funding Totals	0.0	50.0	50.0

Labor Agreements Miscellaneous Items**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	50.0	0.0	0.0	50.0
FY2003 Governor	50.0	0.0	0.0	50.0

Leases Budget Request Unit

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

BRU Mission

Provide cost effective and efficient office space for State agencies in a timely manner.

(Mission statement for this component was not provided in CH90, SLA2001).

BRU Services Provided

- Procure private leased space for the use of State agencies
- Manage and administer over 324 private leases statewide
- Manage and administer use of space in privately leased and State owned facilities
- Provide space-planning recommendations
- Conduct lease rate and lease space availability market research studies
- Consolidate state owned and/or leased space when economies can be realized

BRU Goals and Strategies

PROVIDE COST EFFECTIVE MANAGEMENT OF THE STATE'S LEASE PORTFOLIO

- Assure efficient use of space in State leased facilities
- Provide suitable, economical office space that meets State agency needs
- Replace, in a timely and efficient manner, expiring State leases where needed
- Implement an improved tracking system to provide better State agency customer service and response time

Key BRU Issues for FY2002 – 2003

- Deploy an automated lease tracking and projection data management system.
- Obtain replacement space for leases expiring in FY2002 and FY2003.
- Obtain new or additional space for State agencies as required.

The following leases have expirations which require replacement during or before FY2003. If these leases are replaced the cost of a new lease may exceed the limits set in AS 36.30.080 (c), or \$500,000 per year or \$2.5 million for the life of the lease. The Current Annual Cost is the current annual lease cost of the current lease. Replacement of these leases will take place throughout the next fiscal year and the actual replacement costs are not known at the time of budget preparation. A projection of the potential total cost of the replacement leases has been included under Potential Cost of Replacement Lease w/ all Renewal Options. The actual annual and total cost of each lease will be determined by market conditions at the time of solicitation. This list shall serve as the required notification under AS 36.30.080 (c).

Lease #	Location	Agency	Current Sq Ft	Current Annual Cost	Renewal Lease Expiration w/ all Renewal Options	Potential Cost of Replacement Lease w/ all Renewal Options
N/A	Anchorage	DNR	12,500	* 0	6/30/07	\$2,925,000.00
N/A	Juneau	DHSS	3,531	\$34,787	9/30/32	\$8,100,000
N/A	Bethel	DHSS	15-20,000	* 0	10/1/02	\$10,412,320
1444	Juneau	DF&G	38,760	\$914,661.60	6/30/12	\$7,774,623.60
1935 2212	Bethel	DHSS DCED Labor	11,417	\$260,308	6/30/10	\$1,640,464
2088	Anchorage	Labor	8,932	\$269,460	7/31/02	\$3,772,440
2311	Fairbanks	DNR	11,530	\$186,818.00	4/30/13	\$3,804,900.00

2340	Anchorage	DPS	13,540	\$324,960	4/30/03	\$4,549,440
2352	Anchorage	DOA	10,764	\$172,392.67	12/14/11	\$3,390,660.00
2352	Anchorage	DOA	11,026	\$177,967.37	12/14/11	\$3,473,190.00
2371	Fairbanks	DOT/PF	14,202	\$420,000	6/30/42	\$16,800,000

* New Lease

Major BRU Accomplishments in 2001

- Obtained replacement space for leases expiring in FY2001 and FY2002.
- Continued multi year task of consolidating the Department of Health and Social Services administrative offices in Anchorage.
- Continued multi year task of designing, planning, constructing and relocating the Office of the Governor, the Department of Revenue, the Department of Community and Economic Development, and the Department of Natural Resources from the Frontier Building to the Atwood Building.

Key Performance Measures for FY2003

Measure:

The cost per square foot of leased space.
Sec 8 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

Average cost per square foot of leased space for the period July 1 through December 31, 2000, is \$1.496. For the period January 1 through June 30, 2001, the cost is \$1.654. For the period July 1 through September 30, 2001, the cost is \$1.758.

Benchmark Comparisons:

We currently have no benchmark information gathered for this performance measure.

Background and Strategies:

The Division of General Services continues to work to negotiate leases that provide the maximum possible value to the State of Alaska.

Measure:

The length of time taken to procure leased space.
Sec 8 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The average length of time taken to procure leased space for the period July 1 through December 31, 2000 is 45 days. For the period January 1 through June 30, 2001, the average length of time taken to procure leased space is 54 days. For the period July 1, 2001, through September 30, 2001 the average time is 101 days.

Benchmark Comparisons:

We currently have no benchmark information gathered for this performance measure.

Background and Strategies:

The Division of General Services continues to work to negotiate leases in as timely a manner as is practical.

Leases

BRU Financial Summary by Component

All dollars in thousands

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
None.												
<u>Non-Formula</u>												
<u>Expenditures</u>												
Leases	21,806.8	0.0	10,170.9	31,977.7	19,128.2	0.0	10,427.6	29,555.8	21,858.7	0.0	10,585.8	32,444.5
Lease	383.1	0.0	334.2	717.3	372.0	0.0	62.8	434.8	378.0	0.0	63.8	441.8
Administration												
Totals	22,189.9	0.0	10,505.1	32,695.0	19,500.2	0.0	10,490.4	29,990.6	22,236.7	0.0	10,649.6	32,886.3

Leases**Proposed Changes in Levels of Service for FY2003**

None.

Leases**Summary of BRU Budget Changes by Component****From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	19,500.2	0.0	10,490.4	29,990.6
Adjustments which will continue current level of service:				
-Leases	830.5	0.0	158.2	988.7
-Lease Administration	6.0	0.0	1.0	7.0
Proposed budget increases:				
-Leases	1,900.0	0.0	0.0	1,900.0
FY2003 Governor	22,236.7	0.0	10,649.6	32,886.3

Component: Leases

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2198 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

This component holds the funding to pay State lease costs. Please refer to the Lease Administration component for a complete description of this program.

Component Services Provided

Please refer to the Lease Administration component.

Component Goals and Strategies

Please refer to the Lease Administration component.

Key Component Issues for FY2002 – 2003

Please refer to the Lease Administration component.

Major Component Accomplishments in 2001

Please refer to the Lease Administration component.

Statutory and Regulatory Authority

AS 36.30.080	State Procurement Code
AS 44.21.020 (1), (5)	Duties of Department

Leases

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	31,977.7	29,555.8	32,444.5
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	31,977.7	29,555.8	32,444.5
Funding Sources:			
1004 General Fund Receipts	21,806.8	19,128.2	21,858.7
1007 Inter-Agency Receipts	10,170.9	10,427.6	10,585.8
Funding Totals	31,977.7	29,555.8	32,444.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	17.6	0.0	17.6	0.0	17.6
Unrestricted Total		17.6	0.0	17.6	0.0	17.6
Restricted Revenues						
Interagency Receipts	51015	10,170.9	10,427.6	13,050.7	10,585.8	13,081.6
Restricted Total		10,170.9	10,427.6	13,050.7	10,585.8	13,081.6
Total Estimated Revenues		10,188.5	10,427.6	13,068.3	10,585.8	13,099.2

Leases

Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	19,128.2	0.0	10,427.6	29,555.8
Adjustments which will continue current level of service:				
-Transfer to DCED for Atwood Building Facility Rent	-167.8	0.0	0.0	-167.8
-Transfer to Dept of Labor for Reduction to Seward Lease	-8.9	0.0	0.0	-8.9
-Transfer DMV Leases to the Lease Component	1,164.4	0.0	0.0	1,164.4
-Fund Change for DNR Recorder's Office Lease	-158.2	0.0	158.2	0.0
-Transfer Funds for Seldovia Building Lease from DOT/PF	1.0	0.0	0.0	1.0
Proposed budget increases:				
-Funding for Lease Obligations	1,900.0	0.0	0.0	1,900.0
FY2003 Governor	21,858.7	0.0	10,585.8	32,444.5

Component: Lease Administration

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

Provide cost effective and efficient office space for State agencies in a timely manner.

(Mission statement for this component was not provided in CH90, SLA2001).

Component Services Provided

- Procure private leased space for the use of State agencies
- Manage and administer over 324 private leases statewide
- Manage and administer use of space in privately leased and State owned facilities
- Provide space-planning recommendations
- Conduct lease rate and lease space availability market research studies
- Consolidate state owned and/or leased space when economies can be realized

Component Goals and Strategies

PROVIDE COST EFFECTIVE MANAGEMENT OF THE STATE'S LEASE PORTFOLIO

- Assure efficient use of space in State leased facilities
- Provide suitable, economical office space that meets State agency needs
- Replace, in a timely and efficient manner, expiring State leases where needed
- Implement an improved tracking system to provide better State agency customer service and response time

Key Component Issues for FY2002 – 2003

- Obtain replacement space for leases expiring in FY2002 and FY2003.
- Deploy an automated lease tracking and projection data management system.
- Obtain new or additional space for State agencies as required.

The following leases have expirations which require replacement during or before FY2003. If these leases are replaced the cost of a new lease may exceed the limits set in AS 36.30.080 (c), or \$500,000 per year or \$2.5 million for the life of the lease. The Current Annual Cost is the current annual lease cost of the current lease. Replacement of these leases will take place throughout the next fiscal year and the actual replacement costs are not known at the time of budget preparation. A projection of the potential total cost of the replacement leases has been included under Potential Cost of Replacement Lease w/ all Renewal Options. The actual annual and total cost of each lease will be determined by market conditions at the time of solicitation. This list shall serve as the required notification under AS 36.30.080 (c).

Lease #	Location	Agency	Current Sq Ft	Current Annual Cost	Renewal Lease Expiration w/ all Renewal Options	Potential Cost of Replacement Lease w/ all Renewal Options
N/A	Anchorage	DNR	12,500	* 0	6/30/07	\$2,925,000.00
N/A	Juneau	DHSS	3,531	\$34,787	9/30/32	\$8,100,000
N/A	Bethel	DHSS	15-20,000	* 0	10/1/02	\$10,412,320
1444	Juneau	DF&G	38,760	\$914,661.60	6/30/12	\$7,774,623.60
1935 2212	Bethel	DHSS DCED Labor	11,417	\$260,308	6/30/10	\$1,640,464
2088	Anchorage	Labor	8,932	\$269,460	7/31/02	\$3,772,440
2311	Fairbanks	DNR	11,530	\$186,818.00	4/30/13	\$3,804,900.00

2340	Anchorage	DPS	13,540	\$324,960	4/30/03	\$4,549,440
2352	Anchorage	DOA	10,764	\$172,392.67	12/14/11	\$3,390,660.00
2352	Anchorage	DOA	11,026	\$177,967.37	12/14/11	\$3,473,190.00
2371	Fairbanks	DOT/PF	14,202	\$420,000	6/30/42	\$16,800,000

* New Lease

Major Component Accomplishments in 2001

- Obtained replacement space for leases expiring in FY2001 and FY2002.
- Continued multi year task of consolidating the Department of Health and Social Services administrative offices in Anchorage.
- Continued multi year task of designing, planning, constructing and relocating the Office of the Governor, the Department of Revenue, the Department of Community and Economic Development, and the Department of Natural Resources from the Frontier Building to the Atwood Building.

Statutory and Regulatory Authority

AS 36.30.080 State Procurement Code
AS 44.21.020 (1), (5) Duties of the Department

Lease Administration

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	601.4	416.8	423.8
72000 Travel	20.3	5.0	5.0
73000 Contractual	53.9	8.8	8.8
74000 Supplies	41.7	4.2	4.2
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	717.3	434.8	441.8
Funding Sources:			
1004 General Fund Receipts	383.1	372.0	378.0
1007 Inter-Agency Receipts	331.4	62.8	63.8
1053 Investment Loss Trust Fund	2.8	0.0	0.0
Funding Totals	717.3	434.8	441.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	331.4	62.8	456.5	63.8	63.8
Investment Loss Trust Fund	51393	2.8	0.0	0.0	0.0	0.0
Restricted Total		334.2	62.8	456.5	63.8	63.8
Total Estimated Revenues		334.2	62.8	456.5	63.8	63.8

Lease Administration

Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	372.0	0.0	62.8	434.8
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	6.0	0.0	1.0	7.0
FY2003 Governor	378.0	0.0	63.8	441.8

Lease Administration

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	7	7	Annual Salaries	491,236
Part-time	0	2	COLA	10,774
Nonpermanent	0	1	Premium Pay	0
			Annual Benefits	168,609
			<i>Less 36.80% Vacancy Factor</i>	(246,777)
			Lump Sum Premium Pay	0
Totals	7	10	Total Personal Services	423,842

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	1	0	1
Administrative Assistant	1	0	0	0	1
Contracting Officer III	5	0	0	0	5
State Leasing & Facilities Mgr	1	0	0	0	1
Totals	7	0	3	0	10

BRU/Component: DMV Leases- Dowling Road/Benson Avenue

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

Funding for this lease is transferred to the Leases component. Please see the Lease Administration component for a complete description of this program.

Component Services Provided

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail information.

Component Goals and Strategies

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail information.

Key Component Issues for FY2002 – 2003

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail information.

Major Component Accomplishments in 2001

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail information.

Statutory and Regulatory Authority

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail information.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.

Sec Ch 90 SLA 2001(HB 250)

DMV Leases- Dowling Road/Benson Avenue

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	1,044.9	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	1,044.9	0.0
Funding Sources:			
1004 General Fund Receipts	0.0	1,044.9	0.0
Funding Totals	0.0	1,044.9	0.0

DMV Leases- Dowling Road/Benson Avenue**Proposed Changes in Levels of Service for FY2003**

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail information.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,044.9	0.0	0.0	1,044.9
Adjustments which will continue current level of service:				
-Transfer Lease Funding to Lease Component	-1,044.9	0.0	0.0	-1,044.9
FY2003 Governor	0.0	0.0	0.0	0.0

BRU/Component: DMV Leases- Fairbanks Street

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

Funding for this lease is transferred to the Leases component. Please see the Lease Administration component for a complete description of this program.

Component Services Provided

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Component Goals and Strategies

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Key Component Issues for FY2002 – 2003

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Major Component Accomplishments in 2001

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Statutory and Regulatory Authority

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.

DMV Leases- Fairbanks Street
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	64.4	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	64.4	0.0
Funding Sources:			
1004 General Fund Receipts	0.0	64.4	0.0
Funding Totals	0.0	64.4	0.0

DMV Leases- Fairbanks Street**Proposed Changes in Levels of Service for FY2003**

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	64.4	0.0	0.0	64.4
Adjustments which will continue current level of service:				
-Transfer Lease Funding to Lease Component	-64.4	0.0	0.0	-64.4
FY2003 Governor	0.0	0.0	0.0	0.0

BRU/Component: DMV Leases- Downtown Core Area

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

Funding for this lease is transferred to the Leases component. Please see the Lease Administration component for a complete description of this program.

Component Services Provided

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Component Goals and Strategies

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Key Component Issues for FY2002 – 2003

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Major Component Accomplishments in 2001

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Statutory and Regulatory Authority

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.

DMV Leases- Downtown Core Area

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	28.5	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	28.5	0.0
Funding Sources:			
1004 General Fund Receipts	0.0	28.5	0.0
Funding Totals	0.0	28.5	0.0

DMV Leases- Downtown Core Area**Proposed Changes in Levels of Service for FY2003**

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	28.5	0.0	0.0	28.5
Adjustments which will continue current level of service:				
-Transfer Lease Funding to Lease Component	-28.5	0.0	0.0	-28.5
FY2003 Governor	0.0	0.0	0.0	0.0

BRU/Component: DMV Leases- Eagle River Office

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

Funding for this lease is transferred to the Leases component. Please see the Lease Administration component for a complete description of this program.

Component Services Provided

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Component Goals and Strategies

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Key Component Issues for FY2002 – 2003

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Major Component Accomplishments in 2001

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Statutory and Regulatory Authority

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.

DMV Leases- Eagle River Office
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	26.6	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	26.6	0.0
Funding Sources:			
1004 General Fund Receipts	0.0	26.6	0.0
Funding Totals	0.0	26.6	0.0

DMV Leases- Eagle River Office**Proposed Changes in Levels of Service for FY2003**

This lease is managed by the Lease Administration office. Please see the Leases Except Anchorage Division of Motor Vehicles BRU and component for detail.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	26.6	0.0	0.0	26.6
Adjustments which will continue current level of service:				
-Transfer Lease Funding to Lease Component	-26.6	0.0	0.0	-26.6
FY2003 Governor	0.0	0.0	0.0	0.0

Facilities Budget Request Unit

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

BRU Mission

Maintain State owned buildings in good order and in a functional state while providing cost effective and efficient space for State agencies and private tenants (until private tenant leases expire and space is converted to State agency use). Maximize revenue from non-General Fund sources.

(Mission statement for this component was not provided in CH90, SLA2001).

BRU Services Provided

Provide for the day to day and long term management, maintenance and operations of the following eight (8) Public Building Fund facilities:

- Atwood Building (Anchorage)
- State Office Building (Juneau)
- Alaska Office Building (Juneau)
- Community Building (Juneau)
- Court Plaza Building (Juneau)
- Douglas Island Building (Juneau)
- Public Safety Building (Juneau)
- Fairbanks Regional Office Building

Provide for the day to day and long term management, maintenance and operations of the following seven (7) non Public Building Fund facilities:

- Governor's House
- 3rd Floor of the Capitol Building (Juneau)
- Diamond Courthouse (Juneau)
- Juneau Archives/Records Center
- State Museum and Building Annex (Juneau)
- Juneau Support Building
- Gold Street Parking Garage (Juneau)
- Plan and account for all costs for State owned facilities.
- Prepare cost allocation plan and develop annual fee schedule.
- Plan and account for use of space in State owned facilities.
- Provide for the renewal and replacement of essential building components to insure that the maximum life span of the public investment in the asset is realized.

BRU Goals and Strategies

PROVIDE COST EFFECTIVE ADMINISTRATION OF THE STATE OWNED FACILITIES

- Provide a responsive program of maintenance, operations, and governance to address the needs of the facility occupants.
- Consolidate State owned or leased space when economies can be realized.
- Continue transition of management responsibility for non Public Building fund facilities from the Department of Transportation and Public Facilities.
- Adequately address the maintenance and operational issues of all fifteen (15) facilities.
- Identify building components requiring renewal and replacement in FY2002 – 2003.
- Create a preventative maintenance schedule for all managed facilities.

Key BRU Issues for FY2002 – 2003

- Address high priority projects for renewal and replacement of essential building components.
- Incorporate and effectively manage the maintenance and operations of all 15 facilities.
- Transition management responsibility for non Public Building Fund facilities from the Department of Transportation and Public Facilities.
- Complete the transition of agencies from the Frontier Building to the Atwood Building.
- Complete major capital improvement projects scheduled for the Atwood Building.
- Expansion of the Department of Administration facilities group to include more of the facilities currently under Department of Transportation and Public Facilities management.

Major BRU Accomplishments in 2001

- Implemented the rental rate structure for Public Building Fund related facilities.
- Identified building components requiring renewal and replacement in FY2002.
- Institute agency occupancy agreements for use by tenant State agencies and collected rent from State agencies as well as private tenants for the first year of operation.
- Established quarterly Building Advisory Committee meetings to ensure tenant needs are being met.
- Continued to transition space in the Atwood Building from private occupants to State agencies.
- Cleaned, caulked and sealed the Juneau State Office Building.
- Completed rehabilitation and re-occupying of the Court Plaza Building following the December 17, 2000 oil spill.
- Prepared the Glacier Ave Marine Highway Building for transfer to the City and Borough of Juneau.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.

Sec Ch 90 SLA 2001(HB 250)

Facilities

BRU Financial Summary by Component

All dollars in thousands

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
None.												
<u>Non-Formula</u>												
<u>Expenditures</u>												
Facilities	0.0	0.0	5,592.7	5,592.7	146.8	0.0	7,116.4	7,263.2	51.1	0.0	5,757.0	5,808.1
Facilities	0.0	0.0	95.1	95.1	0.0	0.0	221.9	221.9	0.0	0.0	296.4	296.4
Administration												
NPBF Facilities	0.0	0.0	0.0	0.0	982.8	0.0	100.0	1,082.8	982.8	0.0	100.0	1,082.8
Totals	0.0	0.0	5,687.8	5,687.8	1,129.6	0.0	7,438.3	8,567.9	1,033.9	0.0	6,153.4	7,187.3

Facilities

Proposed Changes in Levels of Service for FY2003

None.

Facilities

Summary of BRU Budget Changes by Component

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,129.6	0.0	7,438.3	8,567.9
Adjustments which will continue current level of service:				
-Facilities	-95.7	0.0	21.6	-74.1
-Facilities Administration	0.0	0.0	3.9	3.9
Proposed budget decreases:				
-Facilities	0.0	0.0	-1,991.1	-1,991.1
Proposed budget increases:				
-Facilities	0.0	0.0	610.1	610.1
-Facilities Administration	0.0	0.0	70.6	70.6
FY2003 Governor	1,033.9	0.0	6,153.4	7,187.3

Component: Facilities

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

This component holds the funding to pay costs associated with Public Building Fund facilities. Please refer to the Facilities Administration component for a complete description of this program.

Component Services Provided

Provide funding for the day to day and long term maintenance and operations for the following eight (8) Public Building Fund facilities:

- Atwood Building (Anchorage)
- Fairbanks Regional Office Building
- State Office Building (Juneau)
- Alaska Office Building (Juneau)
- Community Building (Juneau)
- Court Plaza Building (Juneau)
- Douglas Island Building (Juneau)
- Public Safety Building (Juneau)

Component Goals and Strategies

Please refer to the Facilities Administration component.

Key Component Issues for FY2002 – 2003

Please refer to the Facilities Administration component.

Major Component Accomplishments in 2001

Please refer to the Facilities Administration component.

Statutory and Regulatory Authority

AS 37.05.570	Alaska Public Building Fund
AS 44.21.020 (1), (5)	Duties of the Department

Facilities

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	48.0	847.2	872.9
72000 Travel	3.7	0.0	0.0
73000 Contractual	4,516.8	6,416.0	4,935.2
74000 Supplies	317.9	0.0	0.0
75000 Equipment	706.3	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,592.7	7,263.2	5,808.1
Funding Sources:			
1004 General Fund Receipts	0.0	146.8	51.1
1007 Inter-Agency Receipts	513.7	360.4	371.5
1147 Public Building Fund	5,079.0	6,756.0	5,385.5
Funding Totals	5,592.7	7,263.2	5,808.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Public Building Fund	51432	5,079.0	6,756.0	6,756.0	7,376.0	7,376.0
Unrestricted Total		5,079.0	6,756.0	6,756.0	7,376.0	7,376.0
Restricted Revenues						
Interagency Receipts	51015	513.7	360.4	360.4	371.5	371.5
Restricted Total		513.7	360.4	360.4	371.5	371.5
Total Estimated Revenues		5,592.7	7,116.4	7,116.4	7,747.5	7,747.5

Facilities

Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	146.8	0.0	7,116.4	7,263.2
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	4.1	0.0	21.6	25.7
-Facilities Maintenance & Operations GF Transfer	-77.8	0.0	0.0	-77.8
-Facilities Maintenance & Operations GF Transfer to DOA State Facility Rent	-22.0	0.0	0.0	-22.0
Proposed budget decreases:				
-Public Facilities Maintenance and Repairs in Capital Budget	0.0	0.0	-1,991.1	-1,991.1
Proposed budget increases:				
-Facilities Rate Increase	0.0	0.0	610.1	610.1
FY2003 Governor	51.1	0.0	5,757.0	5,808.1

Facilities

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	9	11	Annual Salaries	570,318
Part-time	5	3	COLA	23,479
Nonpermanent	0	0	Premium Pay	83,148
			Annual Benefits	227,651
			<i>Less 3.50% Vacancy Factor</i>	(31,696)
			Lump Sum Premium Pay	0
Totals	14	14	Total Personal Services	872,900

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Maint Gen Journey	0	0	5	0	5
Maint Gen Sub - Journey I	0	0	4	0	4
Maint Gen Sub - Journey II	0	0	1	0	1
Maint Spec Bfc Foreman	0	0	1	0	1
Maint Spec Bfc Jrny II/Lead	0	0	1	0	1
Maint Spec Etrician Journey II	0	0	1	0	1
Maint Spec Plumb Jrny II	0	0	1	0	1
Totals	0	0	14	0	14

Component: Facilities Administration

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

Maintain State owned buildings in good order and in a functional state while providing cost effective and efficient space for State agencies and private tenants (until private tenant leases expire and space is converted to State agency use). Maximize revenue from non-General Fund sources.

(Mission statement for this component was not provided in CH90, SLA2001).

Component Services Provided

Provide for the day to day and long term operations, maintenance and management of the following eight (8) Public Building Fund facilities:

- Atwood Building (Anchorage)
- State Office Building (Juneau)
- Alaska Office Building (Juneau)
- Community Building (Juneau)
- Court Plaza Building (Juneau)
- Douglas Island Building (Juneau)
- Public Safety Building (Juneau)
- Fairbanks Regional Office Building

Provide for the day to day and long term operations, maintenance and management of the following seven (7) non Public Building Fund facilities:

- Governor's House
- 3rd Floor of the Capitol Building (Juneau)
- Diamond Courthouse (Juneau)
- Juneau Archives/Records Center
- State Museum and Building Annex (Juneau)
- Juneau Support Building
- Gold Street Parking Garage (Juneau)
- Plan and account for all costs for State owned facilities.
- Prepare cost allocation plan and develop annual fee schedule.
- Plan and account for use of space in State owned facilities.
- Provide for the renewal and replacement of essential building components to insure that the maximum life span of the public investment in the asset is realized.

Component Goals and Strategies

PROVIDE COST EFFECTIVE ADMINISTRATION OF THE STATE OWNED FACILITIES

- Provide a responsive program of maintenance, operations, and governance to address the needs of the facility occupants.
- Consolidate State owned or leased space when economies can be realized.
- Continue transition of management responsibility for non Public Building fund facilities from the Department of Transportation and Public Facilities.
- Adequately address the maintenance and operational issues of all fifteen (15) facilities.
- Identify building components requiring renewal and replacement in FY2002 – 2003.

Key Component Issues for FY2002 – 2003

- Address high priority projects for renewal and replacement of essential building components.
- Incorporate and effectively manage the maintenance and operations of all 15 facilities.
- Transition management responsibility for non Public Building Fund facilities from the Department of Transportation and Public Facilities.
- Complete the transition of agencies from the Frontier Building to the Atwood Building.
- Complete the major capital improvement projects scheduled for the Atwood Building.
- Expansion of the Department of Administration facilities group to include more of the facilities currently under the Department of Transportation and Public Facilities management.

Major Component Accomplishments in 2001

- Implemented the rental rate structure for Public Building Fund related facilities.
- Identified building components requiring renewal and replacement in FY2002.
- Institute agency occupancy agreements for use by tenant State agencies and collected rent from State agencies as well as private tenants for the first year of operation.
- Established quarterly Building Advisory Committee meetings to ensure tenant needs are being met.
- Continued to transition space in the Atwood Building from private occupants to State agencies.
- Cleaned, caulked and sealed the Juneau State Office Building.
- Completed rehabilitation and re-occupying of the Court Plaza Building following the December 17, 2000 oil spill.
- Prepared the Glacier Ave Marine Highway Building for transfer to the City and Borough of Juneau.

Statutory and Regulatory Authority

AS 37.05.570 Alaska Public Building Fund
AS 44.21.020 (1), (5) Duties of the Department

Facilities Administration

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	57.0	193.0	267.5
72000 Travel	8.8	3.5	3.5
73000 Contractual	26.9	23.4	23.4
74000 Supplies	2.4	2.0	2.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	95.1	221.9	296.4
Funding Sources:			
1007 Inter-Agency Receipts	0.0	26.5	27.2
1147 Public Building Fund	95.1	195.4	269.2
Funding Totals	95.1	221.9	296.4

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Public Building Fund	51432	95.1	195.4	195.4	269.2	269.2
Unrestricted Total		95.1	195.4	195.4	269.2	269.2
Restricted Revenues						
Interagency Receipts	51015	0.0	26.5	316.6	27.2	27.2
Restricted Total		0.0	26.5	316.6	27.2	27.2
Total Estimated Revenues		95.1	221.9	512.0	296.4	296.4

Facilities Administration
Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	221.9	221.9
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	0.0	0.0	3.9	3.9
Proposed budget increases:				
-Facilities Rate Increase	0.0	0.0	70.6	70.6
FY2003 Governor	0.0	0.0	296.4	296.4

Facilities Administration

Personal Services Information

Authorized Positions		Personal Services Costs	
	<u>FY2002</u>	<u>FY2003</u>	
	<u>Authorized</u>	<u>Governor</u>	
Full-time	2	5	Annual Salaries 279,381
Part-time	0	0	COLA 7,093
Nonpermanent	0	0	Premium Pay 0
			Annual Benefits 100,143
			Less 30.80% Vacancy Factor (119,078)
			Lump Sum Premium Pay 0
Totals	2	5	Total Personal Services 267,539

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant IV	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Building Mgmt Specialist	0	0	1	0	1
Facilities Manager II	0	0	1	0	1
Totals	0	0	5	0	5

Component: Non-Public Building Fund Facilities

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2189 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

This component holds the funding to pay costs associated with non Public Building Fund facilities. Please refer to the Facilities Administration component for a complete description of this program.

Component Services Provided

Provide funding for the day to day operations and maintenance for the following seven (7) non Public Building Fund facilities:

- Governor's House
- 3rd Floor of the Capitol Building (Juneau)
- Diamond Courthouse (Juneau)
- Juneau Archives/Records Center
- State Museum and Building Annex (Juneau)
- Juneau Support Building
- Gold Street Parking Garage (Juneau)

Component Goals and Strategies

Please refer to the Facilities Administration component.

Key Component Issues for FY2002 – 2003

Please refer to the Facilities Administration component.

Major Component Accomplishments in 2001

Please refer to the Facilities Administration component.

Statutory and Regulatory Authority

AS 44.21.020 (1), (5) Duties of the Department

Non-Public Building Fund Facilities

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	915.4	915.4
74000 Supplies	0.0	167.4	167.4
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	1,082.8	1,082.8
Funding Sources:			
1004 General Fund Receipts	0.0	982.8	982.8
1007 Inter-Agency Receipts	0.0	100.0	100.0
Funding Totals	0.0	1,082.8	1,082.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	0.0	100.0	100.0	100.0	100.0
Restricted Total		0.0	100.0	100.0	100.0	100.0
Total Estimated Revenues		0.0	100.0	100.0	100.0	100.0

Non-Public Building Fund Facilities
Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	982.8	0.0	100.0	1,082.8
FY2003 Governor	982.8	0.0	100.0	1,082.8

BRU/Component: Administration State Facilities Rent

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Dan Spencer, Director, Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

To fund necessary maintenance and help prevent future deferred maintenance problems in the eight buildings in the state facilities rent pool.

Component Services Provided

Implement the State Facilities Rent structure.

Component Goals and Strategies

Improve the condition of state buildings and help prevent future deferred maintenance problems by implementing the State Facilities Rent structure.

Key Component Issues for FY2002 – 2003

Not applicable.

Major Component Accomplishments in 2001

Not applicable.

Statutory and Regulatory Authority

Not applicable.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.
Sec Ch 90 SLA 2001(HB 250)

Administration State Facilities Rent

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	464.6	440.8	504.3
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	464.6	440.8	504.3
Funding Sources:			
1004 General Fund Receipts	464.6	440.8	504.3
Funding Totals	464.6	440.8	504.3

Administration State Facilities Rent

Proposed Changes in Levels of Service for FY2003

Not applicable.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	440.8	0.0	0.0	440.8
Adjustments which will continue current level of service:				
-Facilities Maintenance & Operations GF Transfer to DOA State Facility Rent	22.0	0.0	0.0	22.0
-Transfer Facility Rent from Dept of Labor for SOB Snack Bar	1.5	0.0	0.0	1.5
Proposed budget increases:				
-Facility Rent Increase	40.0	0.0	0.0	40.0
FY2003 Governor	504.3	0.0	0.0	504.3

Special Systems Budget Request Unit

Contact: Guy Bell, Director, Retirement and Benefits

Tel: (907) 465-4471 **Fax:** (907) 465-3086 **E-mail:** guy_bell@admin.state.ak.us

BRU Mission

To assure benefits for public employees and retirees.

BRU Services Provided

This BRU holds funds for the Elected Public Officers Retirement System (EPORS) and Unlicensed Vessel Participant Annuity Retirement Plan (UVPARP) benefits payments. See Retirement and Benefits and UVPARP components for a complete description of these programs.

BRU Goals and Strategies

See Retirement and Benefits component.

Key BRU Issues for FY2002 – 2003

The health insurance premium paid for EPORS retirees is expected to increase by 10% for FY2003. There is no system-sponsored health plan associated with the UVPARP.

Major BRU Accomplishments in 2001

Benefits were issued to 35 eligible EPORS retirees in FY2001. As of the end of FY2001, annuities had been purchased for 41 of the 57 UVPARP members eligible to receive retirement benefits under provisions of the plan.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.

Special Systems
BRU Financial Summary by Component

All dollars in thousands

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
UVPARP	0.0	0.0	0.0	0.0	75.0	0.0	0.0	75.0	75.0	0.0	0.0	75.0
EPORS	1,111.5	0.0	0.0	1,111.5	1,093.9	0.0	0.0	1,093.9	1,093.9	0.0	0.0	1,093.9
<u>Non-Formula</u>												
<u>Expenditures</u>												
None.												
Totals	1,111.5	0.0	0.0	1,111.5	1,168.9	0.0	0.0	1,168.9	1,168.9	0.0	0.0	1,168.9

Special Systems**Proposed Changes in Levels of Service for FY2003**

No significant service changes are anticipated.

Special Systems**Summary of BRU Budget Changes by Component****From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,168.9	0.0	0.0	1,168.9
FY2003 Governor	1,168.9	0.0	0.0	1,168.9

Component: Unlicensed Vessel Participant Annuity Retirement Plan

Contact: Guy Bell, Director

Tel: (907) 465-4471 **Fax:** (907) 465-3086 **E-mail:** guy_bell@admin.state.ak.us

Component Mission

To assure benefits for public employees and retirees.

Component Services Provided

This component holds funds for the Unlicensed Vessel Participant Annuity Retirement Plan (UVPARP) benefits payments.

The Unlicensed Vessel Participant Annuity Retirement Plan (UVPARP) was a union-sponsored retirement plan offered to state DOT/PF employees who were working aboard the vessels of the Alaska Marine Highway System and were members of the Inland Boatmen's Union of the Pacific (IBUP) in the 1960's. Most members of this small retirement system converted their service and contributions to the PERS in 1992. The Division of Retirement and Benefits assumed the role of plan administrator for the 57 members who elected to remain in the UVPARP.

Members of the UVPARP are eligible to receive an early retirement benefit at age 55 and a normal benefit at age 65. Members may choose either a 5-year certain annuity or joint/survivor lifetime benefit.

Component Goals and Strategies

See Retirement and Benefits component.

Key Component Issues for FY2002 – 2003

The division is currently attempting to contact two surviving spouses of members who are deceased.

Major Component Accomplishments in 2001

As of the end of FY2001, annuities had been purchased for 42 of the 57 UVPARP members eligible to receive a retirement benefit under provisions of the plan. Three members will be eligible to receive an early benefit under UVPARP in FY2003; one will be eligible for a normal benefit in FY2003. One more member will be eligible for an early benefit in FY2004. Projected annuities will cost between \$19,000 and \$25,000 each to purchase.

Statutory and Regulatory Authority

No statutes and regulations.

Unlicensed Vessel Participant Annuity Retirement Plan

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	75.0	75.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	75.0	75.0
Funding Sources:			
1004 General Fund Receipts	0.0	75.0	75.0
Funding Totals	0.0	75.0	75.0

Unlicensed Vessel Participant Annuity Retirement Plan

Proposed Changes in Levels of Service for FY2003

No significant service changes are anticipated.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	75.0	0.0	0.0	75.0
FY2003 Governor	75.0	0.0	0.0	75.0

Component: Elected Public Officers Retirement System Benefits

Contact: Guy Bell, Director, Retirement & Benefits

Tel: (907) 465-4470 **Fax:** (907) 465-3086 **E-mail:** Guy_Bell@admin.state.ak.us

Component Mission

To assure benefits for members of the Elected Public Officers Retirement System.

Differs from CH90, SLA2001).

Component Services Provided

This component holds funds for the Elected Public Officers Retirement System (EPORS) benefits payments. See Retirement and Benefits component for more information regarding this program.

Component Goals and Strategies

See Retirement and Benefits component.

Key Component Issues for FY2002 – 2003

The health insurance premium paid for EPORS retirees is expected to increase by 10% for FY2002.

Major Component Accomplishments in 2001

Benefits were issued to 35 eligible retirees in FY2001.

Statutory and Regulatory Authority

The Elected Public Officers Retirement System (EPORS) became effective with CH 205, SLA 1975. Subsequent to the enactment of this legislation, a referendum on the EPORS legislation was submitted to a vote of the people; they voted to repeal the legislation. In the case State v. Allen, the Alaska Supreme Court held that all elected public officers who were participating in EPORS at the time of repeal (10/14/76) are entitled to the benefits provided by EPORS upon retirement.

AS 39.35.389 Alternate benefits for EPORS members

AS 39.70 (This repealed statute is still printed in the bound volumes of the Alaska Statutes)

Elected Public Officers Retirement System Benefits

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	5.4	15.0	15.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,106.1	1,078.9	1,078.9
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,111.5	1,093.9	1,093.9
Funding Sources:			
1004 General Fund Receipts	1,111.5	1,093.9	1,093.9
Funding Totals	1,111.5	1,093.9	1,093.9

Elected Public Officers Retirement System Benefits

Proposed Changes in Levels of Service for FY2003

No significant service changes are anticipated.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,093.9	0.0	0.0	1,093.9
FY2003 Governor	1,093.9	0.0	0.0	1,093.9

Information Technology Group Budget Request Unit

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

BRU Mission

To provide technology support for data processing and telecommunications infrastructure.

BRU Services Provided

- Computer Resources: enterprise computing services that provide State agencies a variety of computing environments and tools through centrally managed large, medium, and small platforms.
- Consolidated Network: Connectivity which allows data communications from desktops to centrally managed and agency managed computing platforms within buildings (LANs), locations within communities (MANs), communities throughout the state (WANs), and locations outside of the State government structure (Internet).
- Facilities Management: Operational and environmental support for agency managed computing platforms.
- Telephone Services: Centrally managed telephone services for State agencies in Juneau, Anchorage, and Fairbanks.
- Telecommunication line service: A variety of telecommunications transmission services including voice, radio, and data provided by the State of Alaska Telecommunications System.
- Telecommunications Services: Assistance to State agencies for the design, purchase, installation, maintenance, FCC licensing coordination, and property control of agency owned communications systems and equipment.
- Technical Services: Partnering of information service professionals with agencies to identify and refine agency requirements for technology solutions to their information exchange needs.

BRU Goals and Strategies

- Create a modern, customer-focused central information technology environment.
- Implement a telecommunications partnering plan
- Expand the delivery of State services through the integration of mainframe computing systems and Internet technology.
- Develop, enable, and support State agencies' efforts to conduct State business electronically.
- Ensure bandwidth availability to serve State needs
- Support rural communications to ensure critical life/health/safety functions are provided

Key BRU Issues for FY2002 – 2003

The Information Technology Group (ITG) will develop a partnership with private enterprise to provide telecommunications services to State agencies. This partnership must provide telecommunications infrastructure and support that is cost effective and able to quickly respond to changing technology and market conditions.

The ITG, in partnership with the Telecommunications Information Council, other State agencies, and the private sector, will begin developing an information technology plan for the State that identifies long range objectives and a strategic plan to achieve those objectives.

Major BRU Accomplishments in 2001

- Improved communications with the public by creating the "Online Public Notices" System that lets citizens anywhere in Alaska find public notices by subject. The Information Technology Group also played a key role in implementing the State Parks Cabin Reservation System and the online Permanent Fund Dividend status system, which allows Alaskans to quickly check on the status of their PFD application.
- Provided automated credit card acceptance process that can be used by any agency
- Partnered with agencies to deploy the following web-based and interactive voice response systems:
 - DMV Vehicle registration and Vanity Plates
 - Postsecondary Education Loan Status Reporting
 - State Park Cabin Reservations
 - Permanent Fund Dividend Application Status
 - Occupational Licensing Renewals
 - Child Support Payment Status

- Elections District Polling Locations
- Workplace Alaska
- Increased partnerships with private sector technology vendors in applications development
- Enhanced citizen access to State government through improvements to the State's primary Internet web presence
- Provided centrally managed data network and telephone services to the Legislature and Court System
- Improved critical public safety and emergency medical communications along the railroad and highway system by partnering with the Alaska Railroad to complete conversion of the State's transmission capabilities from analog to digital technology

Key Performance Measures for FY2003

Measure:

Down time for the mainframe computer
Sec 11 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

Unscheduled down time for the State's mainframe computer for the period July 1 through December 31, 2000 was 18.56 hours. Scheduled downtime for the same period amounted to 12.23 hours. Total downtime was 30.79 hours, or .72% of available time. During this period the mainframe was operational 99.28% of the time.

Unscheduled down time for the State's mainframe computer for the period January 1 through June 30, 2001, was 15.88 hours. Scheduled downtime for the same period amounted to 9.15 hours. Total downtime was 25.03 hours, or .58% of available time. During this period the mainframe was operational 99.42% of the time.

Unscheduled down time for the State's mainframe computer for the period July 1 through September 30, 2001, was 3.55 hours. Scheduled downtime for the same period amounted to 8.97 hours. Total downtime was 12.52 hours, or .57% of available time. During this period the mainframe was operational 99.43% of the time.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Information Technology Group continues to work to ensure that the State's mainframe computer equipment remains operational.

Measure:

Down time for telecommunications systems
Sec 11 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

ITG operates and maintains several telephone and data network systems. The downtime for telephone systems for the period January 1 through September 30, 2001 is as follows:

Location	Outage Type	Cause/resolution	Restore Date	Outage Time	E:
January-01					
Juneau	Telephone svc	Database corruption	1/19/2001		
Juneau	Voicemail	Reboot/Restart	1/19/2001	1 hr	
Juneau	Unscheduled maint - after hrs	Reload Database	1/20/2001	.25 hr	

February-01

Juneau	Telephone svc	Power interruption	2/5/2001	.25 hr
Juneau	Voicemail	Power interruption-reboot/restart	2/5/2001	1.5 hr
Juneau	Telephone svc - remote site	AEL & P Power Outage	2/5/2001	15 hrs
Anchorage	Telephone svc - remote site	Database corruption	2/20/2001	3 hrs

March-01

Anchorage	Telephone svc - remote site	Power interruption	3/19/2001	2.5 hrs
Juneau	Scheduled maint - after hrs	System maintenance	3/19/2001	.5 hr

April-01

Fairbanks	Scheduled maint - after hrs	System maintenance	4/8/2001	.1 hr
Anchorage	Telephone svc - remote site	Database corruption	4/16/2001	2 hrs
Juneau	Scheduled maint - after hrs	System maintenance	4/19/2001	1 hr

May-01

Juneau	Telephone svc - remote site	AEL & P Power Outage	5/2/2001	2 hrs
Juneau	Telephone svc	GCI Intermittent LD service	5/17/2001	2 hrs

June-01

Juneau	Telephone svc - remote site	Power interruption	6/12/2001	.75 hr
Anchorage	Telephone svc - remote site	Repair Microwave Waveguide	6/14/2001	24 hrs
Anchorage	Telephone svc - remote site	Repair Microwave Waveguide	6/15/2001	3 hrs
Anchorage	Telephone svc - remote site	Re-enable remote equipment	6/29/2001	.5 hr

The downtime for data network systems for the period January 1 through September 30, 2001 is as follows:

Location	Outage Type	Cause/resolution	Total Outage
Jan-01			
Southeast AK	WAN	Cisco Equip reload / Juneau	15 minutes
Southeast AK	WAN	Cisco Equip reload / Juneau	2 hours
Sitka	WAN	Power outage	12 hours
Yakutat	WAN	Local telco circuit	7 hours
Nome	WAN	AT&T Frame relay circuit	8 hours
Dutch Harbor	WAN	AT&T Frame relay circuit	15 hours
Anchorage/Diplomacy Dr	WAN	ACS fiber problem	12 hours
Dillingham	WAN	AT&T Frame relay circuit	9.5 hours
Palmer	WAN	Local telco circuit	2 hours
Feb-01			
Bethel	WAN	ITG Hub router relocate	2 hours

Statewide (NSS Maint.)	WAN	Core backbone circuit prob	6 hours
Valdez	WAN	Local telco circuit	1 hour
Dutch Harbor	WAN	AT&T Frame relay circuit	3 hours
Kenai	WAN	ITG Hub router relocate	2 hours
Valdez	WAN	ITG SATS microwave circuit	2 hours
Cordova	WAN	AT&T Frame relay circuit	18 hours
Ketchikan	WAN	AT&T Frame relay circuit	17 hours
Craig	WAN	AT&T Frame relay circuit	17 hours

Mar-01

Palmer	WAN	ITG SATS microwave circuit	2 hours
King Salmon	WAN	ITG WAN upgrade	2 hours
Ketchikan	WAN	AT&T Frame relay circuit	4.5 hours
Seward	WAN	Power outage	15 hours
Anchorage/Education	WAN	Local telco circuit	72 hours
Cordova	WAN	Local telco circuit	1.5 hours
Fairbanks	WAN	ITG SATS microwave circuit	45 minutes
Anchorage/Atwood Bldg	WAN	ITG SATS microwave circuit	2 hours
Anchorage/Frontier Bldg	WAN	ITG SATS microwave circuit	2 hours
Ketchikan	WAN	Power outage	30 minutes
Cordova	WAN	ITG SATS microwave circuit	6 hours
Valdez	WAN	ITG SATS microwave circuit	6 hours

Apr-01

Cordova	WAN	AT&T Frame relay circuit	4 hours
Tok	WAN	ITG SATS microwave circuit	45 minutes
Statewide	WAN	DNS issues	1 hours
Palmer	WAN	Local telco circuit	2 hours
Fairbanks	WAN	ITG SATS microwave circuit	20 minutes
Douglas	WAN	Local telco circuit	1 hour
Tok	WAN	ITG SATS microwave circuit	30 minutes
Petersburg	WAN	AT&T Frame relay circuit	30 minutes
Valdez	WAN	ITG SATS microwave circuit	72 hours
Dutch Harbor	WAN	Power outage	1 hour
Anchorage - Atwood Bldg	WAN	Local telco circuit	1 hour

May-01

Kodiak	WAN	Cisco Equip relocate	4 hours
Bethel	WAN	AT&T Frame relay circuit	40 minutes
Seward	WAN	Cisco Equip relocate	4 hours
Barrow	WAN	Cisco Equip relocate	4 hours
Palmer	WAN	Local telco circuit	3 hours
Statewide	WAN	Cisco Equip reload / Anch	1.5 hours
Kodiak	WAN	Power outage	3 hours
Anchorage - Atwood Bldg	WAN	Power outage	5 hours
Palmer - Pt. McKenzie	WAN	Power outage	1 hour
Ketchikan	WAN	Cisco Equip reload / KTN	10 minutes

Jun-01

Dutch Harbor	WAN	AT&T Frame relay circuit	2 hours
Dutch Harbor	WAN	Power outage	30 minutes
Anchorage - Atwood Bldg	WAN	Power outage	6 hours
Seward	WAN	Cisco Equip relocate	2 hours
Tok	WAN	ITG SATS microwave circuit	24 hours
Barrow	WAN	AT&T Frame relay circuit	18 hours
Kenai	WAN	ITG SATS microwave circuit	24 hours
Nome	WAN	Power outage	30 minutes
Bethel	WAN	Local telco circuit	4 hours
Eagle River	WAN	Cisco Equip relocate	30 minutes

Juneau	WAN	AT&T Frame relay circuit	1 hour
Juneau	WAN	Cisco Equip reload / Juneau	10 minutes
Nome	WAN	Cisco Equip relocate	1 hour

Benchmark Comparisons:

ITG currently has no benchmark data available for this performance measure.

Background and Strategies:

ITG manages numerous telecommunications systems. Downtime is usually the result of equipment failure, power outages, or scheduled system maintenance and equipment replacement. Systems are returned to operation usually in a matter of hours. ITG continues to work to ensure that systems remain operational.

Measure:

The number of online services
Sec 11 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

ITG supports the following online services:

E-Government Applications hosted by ITG

- Administration/APOC Campaign Disclosure
- Administration/Finance Purchasing Card
- Administration/Personnel Workplace Alaska
- DMV Vehicle Registration and Vanity Plates
- DNR State Park Cabin Availability
- DNR Fire Reporting
- DNR Credit Card Payment Services
- Elections Absentee Ballot Inquiry
- Elections District Polling Locations
- Enterprise Change Management System (Advanced Help Desk)
- Enterprise Email
- Enterprise Employee White Pages
- Enterprise Mobius Document Management System
- Enterprise Online Public Notices
- Enterprise State Home Page including Webmart
- Enterprise Task Order System for Professional Services Contracts
- Enterprise Online Technical Training
- HSS/Public Assistance Case Management
- HSS/Public Assistance Interactive Voice Response
- HSS/Public Assistance Work Request Tracking
- OMB Automated Budget System
- Postsecondary Education Loan Status Reporting
- Revenue Child Support KIDS Online Payment Information
- Revenue Child Support Guideline Calculation
- Revenue Permanent Fund Dividend Application Status

Enterprise Central Server Applications hosted by ITG

- Administration (AKPAY, AKSAS, DMV, Human Resources Reporting, Property Control, Retirement and Benefits, Smartrac)
- Corrections
- Courts
- DNR (Land Administration)
- DOT/PF (Airports, Equipment Supply, Highways Analysis)
- Governor (Elections)
- HSS (Family and Youth Services, Public Assistance)
- Labor (Employment Security, Workers Compensation)
- Legislative Audit

- Postsecondary Education (Student Loans)
- Public Safety (APSIN)
- Revenue (Child Support, PFD)

Benchmark Comparisons:

ITG currently has no benchmark data available for this performance measure.

Background and Strategies:

ITG will continue to work to support necessary online services.

Information Technology Group
BRU Financial Summary by Component

All dollars in thousands

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
None.												
<u>Non-Formula</u>												
<u>Expenditures</u>												
Information Technology Group	100.4	0.0	19,783.4	19,883.8	0.0	0.0	21,049.1	21,049.1	0.0	0.0	33,896.9	33,896.9
Info Services Technology Study	0.0	0.0	0.0	0.0	300.0	0.0	0.0	300.0	300.0	0.0	0.0	300.0
Totals	100.4	0.0	19,783.4	19,883.8	300.0	0.0	21,049.1	21,349.1	300.0	0.0	33,896.9	34,196.9

Information Technology Group

Proposed Changes in Levels of Service for FY2003

Increased partnerships with private sector providers - New automated credit card acceptance applications, along with new online processes for delivering State services directly to citizens is driving increased partnerships with agencies in deploying solutions for customer information/applications needs.

Information Technology Group

Summary of BRU Budget Changes by Component

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	300.0	0.0	21,049.1	21,349.1
Adjustments which will continue current level of service:				
-Information Technology Group	0.0	0.0	197.8	197.8
Proposed budget increases:				
-Information Technology Group	0.0	0.0	12,650.0	12,650.0
FY2003 Governor	300.0	0.0	33,896.9	34,196.9

Component: Information Technology Group

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

Partner with State agencies and private sector organizations to plan and deliver information technology infrastructure across Alaska in an efficient, effective and customer oriented manner, with an "Enterprise-Wide" perspective.

(Differs from CH90, SLA2001).

Component Services Provided

- Computer Resources: enterprise computing services that provide state agencies a variety of computing environments and tools through centrally managed large, medium, and small platforms.
- Consolidated Network: Connectivity which allows data communications from desktops to centrally managed and agency managed computing platforms within buildings (LANs), locations within communities (MANs), communities throughout the state (WANs), and locations outside of the state government structure (Internet).
- State of Alaska top-tier web presence design, operation, maintenance and hosting.
- Facilities Management: Operational and environmental support for agency managed computing platforms.
- Telephone Services: Centrally managed telephone services for state agencies in Juneau, Anchorage, and Fairbanks.
- Telecommunication leased or dedicated line service: A variety of telecommunications transmission services including voice, radio, and data provided by the State of Alaska Telecommunications System (SATS).
- Telecommunications Services: Assistance to state agencies for the design, purchase, installation, maintenance, FCC licensing coordination, and property control of agency owned communications systems and equipment.
- Technical Services: Partnering of information service professionals with agencies to identify and refine agency requirements for technology solutions to their information exchange needs.

Component Goals and Strategies

ENSURE THAT ALL SERVICES PROVIDED BY THE INFORMATION TECHNOLOGY GROUP (ITG) AND OUR PARTNER PRIVATE SECTOR PROVIDERS ARE CONSISTENT WITH THE POLICIES AND SERVICE LEVELS ESTABLISHED BY THE ADMINISTRATIVE SOLUTIONS TEAM (AST) AND THE TELECOMMUNICATIONS INFORMATION COUNCIL (TIC).

- Coordinate customer requirements, problem areas, and desired enhancements for ITG services with the Administrative Solutions Team. Work with the Administrative Solutions Team to assign priorities, staffing, and funding for central computing and telecommunications projects and services.
- In concert with State agency customers, establish rates for services and keep abreast of rate development changes/issues through training opportunities.
- Support the Telecommunications Information Council through the Commissioner of Administration by identifying and addressing key technology issues facing the State of Alaska.

PROVIDE COST EFFECTIVE SOLUTIONS TO AGENCY INFORMATION NEEDS THROUGH INNOVATIVE PLANNING, DEVELOPMENT, INTEGRATION AND IMPLEMENTATION OF TECHNOLOGIES, PRODUCTS, AND SERVICES.

- Implement a statewide Information Resources Strategic Plan with the Administrative Solutions Team and Telecommunications Information Council concurrence. RFP for vendor to help develop the planning process has been issued. Plan due date is April 30, 2002.
- Provide core staffing and management resources within ITG to implement and support strategic plan direction and technologies.
- Continue to modernize the way ITG provides central services through flexible computing environments that deliver cost-effective services based upon a statewide strategic plan.
- Continue to deploy technologies and services that allow agencies to enhance citizen access to State government services.
- Implement and monitor new contractual relationships between State and commercial telecommunication providers to meet bandwidth needs.
- Work on behalf of customer agencies to assure quality of telecommunication services provided by commercial partners.

ENSURE THAT COMMUNICATION SERVICES PROVIDED BY ITG ARE CAPABLE OF SERVING STATE AGENCY NEEDS.

- Implement new cost effective solutions within the scope of the Telecommunications Partnering Plan.
- Assure interoperability and efficiencies are obtained within the scope of telecom contracts for the State's telecommunications networks.
- Increase partnerships with private sector technology vendors to enhance the State's ability to obtain cost effective contractual services.
- Support rural communications to ensure critical life/health/safety needs are met.
- Continue to expand advanced telephone services to serve State agency needs consistent with solutions provided through the Telecommunications Partnering Plan.

Key Component Issues for FY2002 – 2003

TIC policy, agency business needs, and the Telecommunications Partnering Plan along with a new statewide Information Resources Strategic Plan will be defining ITG's core services, priorities and staffing. The successful implementation of these initiatives will require ITG to change and refocus core services and staffing to accomplish these initiatives in order to meet customer and citizen demand. Without the successful implementation of these initiatives, customers may not have access to the most cost-effective methods of meeting their departmental missions through technology.

The Information Technology Group (ITG) will develop a partnership with private enterprise to provide telecommunications services to State agencies. This partnership must provide telecommunications infrastructure and support that is cost effective and able to quickly respond to changing technology and market conditions.

The development of an enterprise-wide IT Planning process and the resulting documentation and policy recommendations will be key components to ITG's future roles. This planning process will cross all ITG components and will directly affect how ITG manages resources.

Major Component Accomplishments in 2001

- Continued management of Telecommunications Partnering Plan Request for Proposal process and ongoing vendor negotiations.
- Successfully completed process to issue statewide Information Technology Plan RFP.
- Successful upgrade of mainframe computer hardware and operating system software to accommodate increased agency processing needs.
- Received first-place in the 2001 Digital State survey's Award for "Digital Democracy," reflecting the State's commitment and ability to keep citizens connected to state government by using telecommunications and Information Technology.
- Completed implementation of a Virtual Tape Library System enhancing computer services to State agencies.
- Continued to enhance citizen access to state government through improvements to the State's primary Internet web presence and Online Public Notice Site.
- Installed directory and messaging server upgrades to support added functionality of statewide systems and to bring about efficiencies to those systems. This includes improved statewide email and calendaring functionality. Also installed virus protection on statewide email system to add protection against computer viruses.
- Continued to manage the statewide coordination of a land mobile radio system allowing interoperability between state, federal and local emergency communications systems.
- Implemented centralized streaming audio and video service used by a variety of State agencies.
- Designed and implemented Intel-based computer "Rack" system for mid-tier computing services. Many major State applications, such as Workplace Alaska, are now hosted on this system.

Statutory and Regulatory Authority

AS 44.21.020(10),(11) Duties of Department

AS 44.21.045	Information Services Fund
AS 44.21.150-170	Automatic Data Processing
AS 44.21.305-330	Telecommunications
2 AAC 21	Information Services

Information Technology Group

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	8,563.9	9,677.0	9,982.6
72000 Travel	247.8	224.5	223.2
73000 Contractual	9,105.6	8,726.7	22,112.7
74000 Supplies	686.6	1,347.1	1,000.7
75000 Equipment	1,279.9	1,073.8	577.7
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	19,883.8	21,049.1	33,896.9
Funding Sources:			
1004 General Fund Receipts	100.4	0.0	0.0
1081 Information Service Fund	19,783.4	21,049.1	33,896.9
Funding Totals	19,883.8	21,049.1	33,896.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Information Service Fund	51385	22,706.3	21,049.1	22,609.0	33,896.9	21,049.1
Unrestricted Total		22,706.3	21,049.1	22,609.0	33,896.9	21,049.1
Restricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Restricted Total		0.0	0.0	0.0	0.0	0.0
Total Estimated Revenues		22,706.3	21,049.1	22,609.0	33,896.9	21,049.1

Information Technology Group

Proposed Changes in Levels of Service for FY2003

Increased partnerships with private sector providers - New automated credit card acceptance applications, along with new online processes for delivering state services directly to citizens without the need for interaction with state employees, is driving increased partnerships with agencies in deploying solutions for customer information/applications needs.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	21,049.1	21,049.1
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	0.0	0.0	197.8	197.8
Proposed budget increases:				
-Central Billing for Telecommunications Services	0.0	0.0	12,650.0	12,650.0
FY2003 Governor	0.0	0.0	33,896.9	33,896.9

Information Technology Group

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	129	129	Annual Salaries	7,554,285
Part-time	0	0	COLA	202,259
Nonpermanent	5	8	Premium Pay	306,629
			Annual Benefits	2,619,387
			Less 6.55% Vacancy Factor	(699,960)
			Lump Sum Premium Pay	0
Totals	134	137	Total Personal Services	9,982,600

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accountant V	0	0	1	0	1
Accounting Clerk II	1	0	1	0	2
Accounting Spvr II	0	0	1	0	1
Accounting Tech I	1	0	2	0	3
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	1	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	1	1	0	0	2
Administrative Manager II	1	0	0	0	1
Analyst/Programmer III	1	0	1	0	2
Analyst/Programmer IV	2	0	2	0	4
Analyst/Programmer V	2	0	1	0	3
College Intern I	0	0	1	0	1
Comm Eng Assoc I	1	0	1	0	2
Comm Eng Assoc II	2	0	1	0	3
Comm Eng I	1	1	0	0	2
Comm Eng II	1	0	0	0	1
Contracting Officer III	1	0	0	0	1
Data Communicatns Spec I	3	1	2	0	6
Data Communicatns Spec II	1	0	2	0	3
Data Processing Mgr I	1	0	1	0	2
Data Processing Mgr III	3	0	3	0	6
Data Processing Prod Mgr	0	0	2	0	2
Data Processing Tech I	0	0	6	0	6
Data Processing Tech II	2	0	8	0	10
Data Processing Tech III	2	0	3	0	5
Data Security Spec	0	0	1	0	1
Database Specialist I	1	0	2	0	3
Database Specialist II	0	0	2	0	2
Database Specialist III	1	0	1	0	2
Dep Dir Div Info Services	0	0	1	0	1
Dep Dir Telecomm Svcs	1	0	0	0	1
Director, Info Technology	0	0	1	0	1
Electronic Maint Spvr	1	0	0	0	1
Information Officer III	0	0	1	0	1
Maint Spec Etronic Journey I	13	4	3	3	23
Maint Spec Etronic Lead	1	1	0	0	2
Micro/Network Spec II	0	0	1	0	1
Procurement Spec II	0	0	1	0	1

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Project Coordinator	0	0	1	0	1
Project Manager	0	0	1	0	1
Secretary	0	0	1	0	1
Student Intern I	0	0	4	0	4
Supply Technician II	1	0	0	0	1
Systems Programmer II	0	0	2	0	2
Systems Programmer III	2	0	5	0	7
Systems Programmer IV	1	0	1	0	2
Systems Programmer V	0	0	1	0	1
Telecomm Planner I	0	0	1	0	1
Telecomm Planner II	0	0	1	0	1
Totals	49	8	77	3	137

Component: Information Services Technology Study

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

To provide technology support for data processing and telecommunications infrastructure.

Component Services Provided

This project is managed by the Information Technology Group. Please see that component for detailed information.

Component Goals and Strategies

See Information Technology Group component.

Key Component Issues for FY2002 – 2003

See Information Technology Group component.

Major Component Accomplishments in 2001

See Information Technology Group component.

Statutory and Regulatory Authority

See Information Technology Group component.

Information Services Technology Study

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	300.0	300.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	300.0	300.0
Funding Sources:			
1004 General Fund Receipts	0.0	300.0	300.0
Funding Totals	0.0	300.0	300.0

Information Services Technology Study
Proposed Changes in Levels of Service for FY2003

No service changes.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	300.0	0.0	0.0	300.0
FY2003 Governor	300.0	0.0	0.0	300.0

BRU/Component: Information Services Fund

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Larry Walsh, Chief Technology Officer

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Component Mission

This BRU/component shows appropriations into the Information Services Fund (ISF). These are fees received from non-state agencies for services provided or, in the case of general funds, amounts contributed to the ISF for a particular purpose.

Included in the FY2003 budget is \$325.0 for Emergency Communications Infrastructure Support.

Component Services Provided

The FY2003 Information Services Fund budget includes \$325.0 of GF for Emergency Communications Infrastructure Support. This funding may be used for emergency maintenance of two way radio relay sites including towers, relay equipment, and remote site generators.

Component Goals and Strategies

Not applicable.

Key Component Issues for FY2002 – 2003

Not applicable.

Major Component Accomplishments in 2001

Not applicable.

Statutory and Regulatory Authority

No statutes and regulations.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.

Information Services Fund
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	325.0	325.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	55.0	55.0
Expenditure Totals	0.0	380.0	380.0
Funding Sources:			
1004 General Fund Receipts	0.0	325.0	325.0
1108 Statutory Designated Program Receipts	0.0	55.0	55.0
Funding Totals	0.0	380.0	380.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
Statutory Designated Program Receipts	51063	11.6	55.0	55.0	55.0	55.0
Unrestricted Total		11.6	55.0	55.0	55.0	55.0
<u>Restricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Restricted Total		0.0	0.0	0.0	0.0	0.0
Total Estimated Revenues		11.6	55.0	55.0	55.0	55.0

Information Services Fund**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	325.0	0.0	55.0	380.0
FY2003 Governor	325.0	0.0	55.0	380.0

Public Communications Services Budget Request Unit

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BRU Mission

To provide the most effective and efficient use of Alaska's satellite based public telecommunications infrastructure, and to support cost-efficient, statewide access to information.

(Differs from CH90, SLA2001).

BRU Services Provided

The Public Communications Services budget supports the Alaska Public Broadcasting Commission, provides funds for operating grants to public radio and television stations throughout Alaska, and ensures satellite infrastructure is in place for the dissemination of information statewide.

BRU Goals and Strategies

PROVIDE EMERGENCY ALERT SERVICES TO ALL THE COMMUNITIES IN THE STATE.

- Ongoing collaboration with the Division of Emergency Services and the appropriate Federal agencies to provide Emergency Alert System notification through the satellite infrastructure.

IMPROVE PUBLIC BROADCASTING'S ABILITY TO DELIVER COST-EFFICIENT PROGRAMMING.

- Ongoing improvements to the Satellite Interconnection Project to better enable the delivery of distance education, public radio and television programming, and community outreach services.

REDUCE THE STATE'S ROLE AND COST IN THE ADMINISTRATION OF PUBLIC BROADCASTING FUNDING AND SUPPORT.

- Support the consolidation of management and other overhead; support the Alaska Public Broadcasting Commission's adopted operating model.

Key BRU Issues for FY2002 – 2003

Continue to provide quality public broadcasting and community telecommunications services despite diminished funding. Many stations are unable to staff local news and information, and many others are struggling to maintain those services. Stations are threatened with the loss of federal funds as their state matching funds decrease.

There are inadequate funds for maintenance of the over 220 earth stations and low power television transmitters owned and operated by the State of Alaska. Equipment failure continues to be a problem. At any one given time approximately 15 to 20% of the system is out of service.

The satellite plays an important role in being the only means by which all of Alaska is connected. It is a basic piece of the state's communication infrastructure.

Major BRU Accomplishments in 2001

The Alaska Public Broadcasting Joint Venture (APBJV) in its third full year of operation has saved the public broadcasting system over \$5 million and assisted the grantees in generating an additional \$1.4 million dollars in federal support for public broadcasting, of which over 80% stays within Alaska.

In close cooperation with the Information Technology Group the APBJV has accepted the responsibility for the management and coordination of the statewide ARCS television program. The APBJV also has the responsibility for the Satellite Interconnection Project Management Governance and technical oversight.

The APBJV assisted in the restoration of ARCS television service to over 50 communities and directly responds to an average of 110 community trouble calls per month.

The APBJV coordinates the activities and efforts of Alaska Public Radio, Public Television, the Satellite Interconnection Project, the Alaska Rural Communications Service (ARCS), and the APBC. During the spring of 2001 the Joint Venture held an on-air fundraiser to support the ARCS service, which raised \$52,000 from viewers around the state. The APBJV staff has expanded their Internet web site that provides program schedules, basic troubleshooting tips for communities, and online forms for service requests.

The APBJV has replaced many of the functions formerly provided by the State, including management assistance, engineering and technical advice, training of local staff and boards, and liaison with numerous governmental entities.

Through a federal Public Telecommunications Facilities Program grant and State matching funds, the regional cooperatives have fully implemented the Satellite Interconnection Project (SIP).

The Joint Venture developed and implemented a plan that could save the State approximately \$850,000 annually in satellite fees. The Joint Venture developed a technical plan to reduce the required bandwidth for the satellite delivery of the four television services, thereby reducing costs.

In March of 2001, a replacement newer generation satellite was brought online, which has a higher tariff. As a result, the Joint Venture began working to plan for migration of all services to a 'needed bandwidth only', or 'fractional use', of the satellite capacity rather than using the full transponder. All of the elements of the plan were successfully migrated by September 30, 2001 with virtually no interruption of service to our Alaskan consumers.

The Joint Venture developed and received funding to examine the opportunities for public broadcasters in the Anchorage area to cooperate in a number of basic areas, and also worked with a consortium of ten remote rural public radio stations to secure outside consulting services for planning.

Key Performance Measures for FY2003

Measure:

The number of communities without public radio service.

Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The number of communities without public radio is approximately 111.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Alaska Public Broadcasting Commission will continue to allocate funding to public radio stations to provide public radio services.

Measure:

The number of communities without public television service.

Sec 12 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The number of communities without public television is approximately 276.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Alaska Public Broadcasting Commission will continue to allocate funding to public television stations to provide

public television services.

Measure:

The number of communities served by public radio with access to commercial radio.

Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The number of communities served by public radio with access to commercial radio is approximately 26. Commercial radio is licensed to 26 Alaska cities/communities. Public Communication Services does not have information regarding the total coverage areas. That information is proprietary to each station and is available through a subscription to one of the commercially produced rating service reports such as Arbitrator.

Public radio stations are licensed in 88 cities/communities providing service to 244 cities and communities in total serving an Alaskan population of 480,000.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Measure:

The number of communities served by public television with access to commercial television.

Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The number of communities served by public television with access to commercial television is approximately 56.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Public Communications Services
BRU Financial Summary by Component

All dollars in thousands

	General Funds	FY2001 Actuals Federal Funds	Other Funds	Total Funds	General Funds	FY2002 Authorized Federal Funds	Other Funds	Total Funds	General Funds	FY2003 Governor Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
None.												
<u>Non-Formula</u>												
<u>Expenditures</u>												
Public	54.2	0.0	0.0	54.2	54.2	0.0	0.0	54.2	54.2	0.0	0.0	54.2
Broadcasting Commission												
Public	2,469.9	0.0	0.0	2,469.9	2,469.9	0.0	0.0	2,469.9	2,469.9	0.0	0.0	2,469.9
Broadcasting - Radio												
Public	754.3	0.0	0.0	754.3	754.3	0.0	0.0	754.3	754.3	0.0	0.0	754.3
Broadcasting - T.V.												
Satellite	632.1	0.0	416.0	1,048.1	1,382.3	0.0	1,223.7	2,606.0	1,382.3	0.0	1,223.7	2,606.0
Infrastructure												
Totals	3,910.5	0.0	416.0	4,326.5	4,660.7	0.0	1,223.7	5,884.4	4,660.7	0.0	1,223.7	5,884.4

Public Communications Services

Proposed Changes in Levels of Service for FY2003

Changes to services in FY2003 will center on continuing efforts to provide quality services at the authorized funding level while continuing to seek additional non-state funds to support the system.

Public Communications Services

Summary of BRU Budget Changes by Component

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	4,660.7	0.0	1,223.7	5,884.4
FY2003 Governor	4,660.7	0.0	1,223.7	5,884.4

Component: Public Broadcasting Commission

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Component Mission

To ensure infrastructure for the dissemination of information statewide.

Component Services Provided

- The Alaska Public Broadcasting Commission (APBC) determines the distribution of state funds to four public television stations and 27 public radio stations throughout Alaska.
- Provides a forum for planning among the public broadcasting system managers.
- Advocates to the Corporation for Public Broadcasting for additional federal funding.
- Serve as a telecommunications resource for various State agencies.

Component Goals and Strategies

ENSURE THAT ALASKANS CONTINUE TO RECEIVE HIGH QUALITY, TIMELY, AND SUBSTANTIVE PUBLIC BROADCASTING PROGRAMMING - NEWS AND INFORMATION, EDUCATIONAL AND CULTURAL PROGRAMMING

- Ensure the availability of telecommunications service to all Alaskans, ensuring timely delivery of public, educational, news and information, and other public radio and television programming to all areas of the state.
- Determine the best and most cost-effective distribution of state funds to public radio and public television stations and organizations.
- Serve as the lead agency for change in the Alaska public broadcasting system, resulting in improving cost efficiencies while maintaining local relevance and input.

Key Component Issues for FY2002 – 2003

The APBC will continue to provide existing levels of high quality public broadcasting and non-commercial broadcast and community services while placing extra emphasis, through the Alaska Public Broadcasting Joint Venture (APBJV) staff, on programmatic or technical innovations or providing expanded service to communities via the public broadcasting system that may also qualify for financial support from federal and/or other non-state entities.

Major Component Accomplishments in 2001

The Alaska Public Broadcasting Commission and public broadcasting managers have established a stronger grant criteria and implemented additional grantee oversight procedures.

The Commission implemented the Alaska Public Broadcasting Joint Venture (APBJV) office beginning July 1, 1999. In its third full year, the APBJV saved over \$5 million dollars while assisting the grantees in generating an additional \$1.4 million dollars in additional federal funding.

In addition to serving as staff for the Commission, the APBJV coordinates the activities and efforts of the Alaska Public Radio, Public Television, Satellite Interconnection Project, and the Alaska Rural Communications Service (ARCS). The APBJV office places more authority in the hands of the service providers while upholding the policy and budget authority of the Alaska Public Broadcasting Commission.

Statutory and Regulatory Authority

AS 44.21.256-290
2 AAC 55

Alaska Public Broadcasting Commission
Alaska Public Broadcasting Commission

Public Broadcasting Commission
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	5.9	5.9	5.9
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	48.3	48.3	48.3
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	54.2	54.2	54.2
Funding Sources:			
1004 General Fund Receipts	54.2	54.2	54.2
Funding Totals	54.2	54.2	54.2

Public Broadcasting Commission

Proposed Changes in Levels of Service for FY2003

Changes to services in FY2003 will center on continuing efforts to provide quality services at the authorized funding level.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	54.2	0.0	0.0	54.2
FY2003 Governor	54.2	0.0	0.0	54.2

Component: Public Broadcasting - Radio

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Component Mission

To ensure infrastructure for the dissemination of public radio programming information statewide.

Component Services Provided

- This component contains funding for grants to public radio stations.
- The Alaska Public Broadcasting Commission grants support the delivery of public broadcasting programming by 27 public radio stations throughout Alaska.
- Public radio provides the most thorough, and in many cases the only, coverage of statewide news and information available to Alaskans, especially those in rural locations. Additionally, public radio serves as the local community center for local news and information and messaging to outlying areas.

Component Goals and Strategies

SUPPORT PUBLIC RADIO STATIONS IN THEIR DELIVERY OF ESSENTIAL COMMUNICATIONS SERVICES

- Require the grantees to demonstrate their proposals' cost-effectiveness through a process reviewed by the Commission.
- Distribute grant funding on the basis of proposals that best meet the standards of regional cooperation, cost-efficient program sharing, and cost-beneficial consolidation of overhead.
- Alaska public radio stations will continue to be coordinated by the Alaska Public Broadcasting Joint Venture (APBJV) a non-state agency working on behalf of the Commission and the stations.

Key Component Issues for FY2002 – 2003

- Funding reductions over the past decade and a half have created diminished systems. Stations are threatened with the loss of federal operating funds as their state matching funds decrease. Staff and management turnover has increased creating extraordinary pressures on the system to maintain continuity of service.
- Funding has declined to a level where a number of stations are unable to provide staff to produce local news and information, their primary function. Many others are struggling to maintain those services for their communities.

Major Component Accomplishments in 2001

- Public radio has increasingly brought cost efficiencies to their operations through regional cooperatives.
- Through a federal Public Telecommunications Facilities Program grant and state matching funds, the regional cooperatives have fully implemented the Satellite Interconnection Project including the delivery of public radio, public television and distance delivery television. Through digitization, public broadcasting has increased the delivery of service to Alaskans from one statewide service to five.
- The Joint Venture developed and received funding for a proposal to examine the opportunities for public broadcasters in the Anchorage area to cooperate in a number of basic areas, and also worked with a consortium of ten remote rural public radio stations to secure outside consulting services for planning.

Statutory and Regulatory Authority

AS 44.21.256-290
2 AAC 55

Alaska Public Broadcasting Commission
Alaska Public Broadcasting Commission

Public Broadcasting - Radio
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	2,469.9	2,469.9	2,469.9
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,469.9	2,469.9	2,469.9
Funding Sources:			
1004 General Fund Receipts	2,469.9	2,469.9	2,469.9
Funding Totals	2,469.9	2,469.9	2,469.9

Public Broadcasting - Radio**Proposed Changes in Levels of Service for FY2003**

Public radio stations will continue efforts to share programming and administrative overhead.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	2,469.9	0.0	0.0	2,469.9
FY2003 Governor	2,469.9	0.0	0.0	2,469.9

Component: Public Broadcasting - T.V.

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Component Mission

To ensure infrastructure for the dissemination of public television.

Component Services Provided

- This component contains funding for grants to public television stations.
- The Alaska Public Broadcasting Commission grants support the delivery of public broadcasting programming by four public television stations through Alaska One reaching 80 per cent of Alaska's population.
- Public television provides the only source of children's educational broadcast programming, non-commercial cultural and news and information programming, including Alaska programming and coverage of campaigns, elections, and Alaskan events.

Component Goals and Strategies

MAXIMIZE THE BENEFIT OF GRANT FUNDING TO PUBLIC TELEVISION COOPERATIVE SERVICES IN SUPPORT OF THE BROADCAST OF CHILD EDUCATION, NEWS AND INFORMATION, AND CULTURAL PROGRAMMING

- Require the public television stations to demonstrate their cost-efficiencies, reduce overhead and attract additional federal funding.
- Alaska public television stations will continue to be coordinated by the Alaska Public Broadcasting Joint Venture (APBJV) a non-state agency working on behalf of the Commission and the stations.

Key Component Issues for FY2002 – 2003

- Increased responsibility for developing alternative funding.
- Funding reductions over the past decade and a half have created much-diminished systems. Stations are threatened with the loss of federal operating funds as their state matching funds decrease. Staff and management turnover has increased creating extraordinary pressures on the system to maintain continuity of service.
- Stations will be called upon to provide increasingly more efficient delivery of news and information, weather coverage, emergency alerts, and cultural and entertainment programming.
- Funding has declined to a level where a number of stations are unable to provide staff to produce local news and information, their primary function; many others are struggling to maintain those services for their communities.

Major Component Accomplishments in 2001

- Through their participation in the Satellite Interconnection Project, the public television stations continue to provide important public television programs to Alaskan viewers. These include Gavel to Gavel coverage of the Legislature, televised coverage of selected arguments before the Alaska Supreme Court, presentations before the Alaska Legislature by the Congressional Delegation, the Chief Justice of the Supreme Court and the Governor.
- The University of Alaska is now technically prepared to add a second channel of distance education over the Satellite Interconnection Project.
- Working in partnership with Alaska's commercial broadcasters, public television continues to provide significant leadership in the technical and operational conversion to digital/high definition television. The conversion is required by the Federal Communication Commission and has a fixed timetable for conversion. Without public television's participation this mandated conversion would not be possible.

Statutory and Regulatory Authority

AS 44.21.256-290
2 AAC 55

Alaska Public Broadcasting Commission
Alaska Public Broadcasting Commission

Released December 15th
12/21/2001 11:17

FY2003 Governor
Department of Administration

Public Broadcasting - T.V.
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	754.3	754.3	754.3
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	754.3	754.3	754.3
Funding Sources:			
1004 General Fund Receipts	754.3	754.3	754.3
Funding Totals	754.3	754.3	754.3

Public Broadcasting - T.V.

Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	754.3	0.0	0.0	754.3
FY2003 Governor	754.3	0.0	0.0	754.3

Component: Satellite Infrastructure

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Component Mission

To ensure infrastructure for the dissemination of information and program services statewide.

Component Services Provided

Satellite communication transport provides for the delivery of the following services:

- Alaska One - Statewide public television originating at KUAC Fairbanks, distributed by satellite and broadcast throughout the state, reducing overhead and duplication of effort.
- Alaska Two - Gavel to Gavel coverage of the Legislature and other government activities originating from KTOO Juneau, distributed by satellite, accessible to 80% of Alaskans (no direct state support).
- Alaska Three - Distance education from the University of Alaska and the Distance Delivery Consortium, distributed by satellite and reaching 100 communities and rural campuses (no direct state support).
- The Alaska Rural Communications Service (ARCS) reaching some 220 communities across Alaska with educational, news and information, and commercial television programming.
- Delivery of the State and Federal Emergency Alert Service, data and transmitter control circuits, and delivery of public radio programming to individual local stations.

The Satellite Interconnection Project (SIP) Technical Monitoring effort, managed by the Alaska Public Broadcasting Joint Venture, provides one-stop service and management for trouble shooting problems at the statewide system and community levels.

Component Goals and Strategies

ENSURE THAT ALASKANS IN ALL PARTS OF THE STATE ARE BETTER INFORMED IN THEIR SOCIAL AND ECONOMIC DEVELOPMENT, MORE RAPIDLY AND THOROUGHLY INFORMED OF EMERGENCY ALERTS, AND BETTER EDUCATED AT LESS COST TO THEM AND TO THE EDUCATIONAL INSTITUTIONS THAT DEVELOP THE COURSEWARE

- Aggressively explore public/private partnerships among telecommunications providers, broadcasters, educators and agencies to enhance quality, broaden choice, improve cost-efficiencies and support the continued essential services provided by satellite infrastructure.
- Coordinate the use of the satellite among the integrated users to realize cost efficiencies.
- Foster interagency cooperation among the University of Alaska, K-12, public broadcasting, producers and State agencies in the production and distribution of programming.

Key Component Issues for FY2002 – 2003

- Through the State's Telecommunications Partnering Plan, the State is hoping to identify alternatives and/or gain cost efficiencies for this component. An award is expected to be made in during the fourth calendar quarter of 2001. Changes in service delivery for the programming provided by this component may be necessary during FY2002.
- There are no funds for maintenance and repair for the 220 earth stations and transmitters owned and operated by the state because maintenance is paid for by village users.
- Under the new tariff, the state will provide over 80 per cent of the funding needed for the lease and operation of the satellite. The balance comes from users, who are developing ways to attract additional users to bring costs down.
- The satellite has played an important role in being the only means by which all of Alaska is connected.

Major Component Accomplishments in 2001

- Users of satellite infrastructure have formed a management partnership with Public Broadcasting service providers: Alaska Public Radio and Television and Alaska Rural Communications service funded by Federal Corporation for Public Broadcasting funds to better coordinate and form economic partnerships to lower the cost to the state for satellite

services.

. The Alaska Public Broadcasting Joint Venture developed and implemented a plan that could save the State approximately \$850,000 annually in satellite fees. The Joint Venture developed a technical plan to reduce the required bandwidth for the satellite delivery of the four television services, which reduced costs.

. In March of 2001, a newer generation replacement satellite was put online, which raised the tariff. The Joint Venture developed a plan for the migration of all services to a 'needed bandwidth only', or 'fractional use', satellite capacity and implemented the plan at end of September 2001. The Joint Venture managed the substantial coordination effort to move all of the satellite users to the 'fractional use' design. All of the elements of the plan were successfully migrated by September 30, 2001 with virtually no interruption of service to our Alaskan consumers.

. The digital system continues to carry Alaska One, statewide public television; Alaska Two, Gavel to Gavel coverage of the Legislature; Alaska Three, distance education from the University of Alaska and the Distance Delivery Consortium; the Alaska Rural Communications Service to 248 villages and communities across Alaska; emergency alert capability, and public radio.

Statutory and Regulatory Authority

AS 44.21.305-330 Telecommunications

Satellite Infrastructure

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	933.1	2,496.5	2,337.1
74000 Supplies	0.0	0.0	0.0
75000 Equipment	5.5	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	109.5	109.5	268.9
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,048.1	2,606.0	2,606.0
Funding Sources:			
1004 General Fund Receipts	632.1	1,382.3	1,382.3
1007 Inter-Agency Receipts	107.5	100.0	100.0
1108 Statutory Designated Program Receipts	308.5	1,123.7	1,123.7
Funding Totals	1,048.1	2,606.0	2,606.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	107.5	100.0	113.0	100.0	113.0
Statutory Designated Program Receipts	51063	308.5	1,123.7	450.2	1,123.7	1,110.7
Restricted Total		416.0	1,223.7	563.2	1,223.7	1,223.7
Total Estimated Revenues		416.0	1,223.7	563.2	1,223.7	1,223.7

Satellite Infrastructure

Proposed Changes in Levels of Service for FY2003

The Alaska Satellite Interconnection Project Management Group expects to attract additional users, work diligently to maintain cost effective services for all users in light of proposed increases in common carrier tariffs, and improve the breadth of service offerings from state agencies and educational institutions, including the University of Alaska.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,382.3	0.0	1,223.7	2,606.0
FY2003 Governor	1,382.3	0.0	1,223.7	2,606.0

BRU/Component: AIRRES Grant

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

This component holds funding for a grant to the Alaska Information Radio Reading and Education Services non-profit organization.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2002 – 2003

No key issues.

Major Component Accomplishments in 2001

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

Key Performance Measures for FY2003

Measure:

There are no performance measures for this BRU.

AIRRES Grant

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	76.0	76.0	76.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	76.0	76.0	76.0
Funding Sources:			
1004 General Fund Receipts	76.0	76.0	76.0
Funding Totals	76.0	76.0	76.0

AIRRES Grant**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	76.0	0.0	0.0	76.0
FY2003 Governor	76.0	0.0	0.0	76.0

BRU/Component: Risk Management

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Brad Thompson, Director

Tel: (907) 465-5723 **Fax:** (907) 465-3690 **E-mail:** Brad_Thompson@admin.state.ak.us

Component Mission

To manage the state's financial exposure due to loss.

Component Services Provided

Using contract independent claims adjusters and in-house defense counsel (Department of Law), Risk Management operates a comprehensive self-insurance program that promptly resolves the state's property and casualty claims more cost effectively than through conventional commercial insurance programs.

Component Goals and Strategies

- Act as the insurance carrier for each State agency, funding all sudden and accidental property and casualty claims
- Purchase high limit excess insurance protection for catastrophic loss exposure.
- Establish annual rates for agencies based on five year averages to allow agencies to plan for risk management cost.

Key Component Issues for FY2002 – 2003

Risk Management, exclusively funded by interagency receipts, pays all claim settlements and defense costs as they are due and payable, drawing from the Catastrophic Reserve Account (CRA) for large individual property or liability losses and whenever there is insufficient appropriation to meet ongoing claim obligations.

Financing of the State's comprehensive self-insurance program has increasingly relied upon the CRA to supplement the operating budget to meet the actual cost of self-insured claims each year. Over the last five fiscal years, Risk Management has averaged claims loss expenditures of \$4 million beyond authorized appropriations. This account is annually refilled by a year-end "sweep" of unexpended general funds from other state operating budgets, up to a \$5 million limit. As general fund budgets continue to be reduced, the available sweep has declined. The department is again proposing new legislation (working with the Office of Management and Budget) to create a new source of funding for the CRA as an alternative and reliable funding mechanism to meet the state's ongoing cost of claims and avoid supplemental fund requests for individual judgments.

Steep increases in premiums are very likely at next years' renewals (FY2003 coverage) as a result of huge losses impacting property and casualty reinsurance markets for the losses incurred in the September 11, 2001 tragic events. Increased premium funding is necessary to continue comprehensive catastrophic insurance coverage protecting State agency activities and operations.

Major Component Accomplishments in 2001

- Directed Court Plaza Building heating fuel spill response, temporary relocation, cleanup, repair, remodel with code upgrades while performing extensive air monitoring to address health and safety concerns
- Competitively procured new independent adjusting firms for workers' compensation claims to improve quality and timeliness of claims services
- Provided coverage for M/V Columbia fire, towing expenses and extensive shipyard repair of electrical system
- Funded workplace violence, marine employee fire response, workplace safety and emergency medical training programs and limited security patrol services
- Participated with agency safety committees focusing on workers' compensation loss trends to develop prevention strategies
- Addressed high risk agency supervisors explaining tort liability, review operating practices to mitigate future loss exposures

Statutory and Regulatory Authority

AS 23.30.045 Employer's liability for compensation
AS 23.30.090 Self-insurance certificates
AS 37.05.287 Insurance for State assets
AS 37.05.289 State insurance catastrophe reserve account
AS 09.50.250 Actionable claims against the State
AS 44.21.040 Records or accounts of claims and warrants
AS 09.50.270 Payment of judgment against the State

Key Performance Measures for FY2003

Measure:

The average cost of workers' compensation claims.
Sec 13 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The average cost of a workers' compensation claim for the period January 1, through June 30, 2001, was \$4,520. The average cost during the period July 1, through September 30, 2001, is \$4,103.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Risk Management currently has no control of the cost or incidence of workers' compensation claims.

Measure:

The number of recurring claims.
Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

During the period January 1, through June 30, 2001 there were 55 recurring workers' compensation claims. For the period July 1, through September 30, 2001 there were 10 recurring claims.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Risk Management currently has no control over the number of recurring workers' compensation claims.

Measure:

The amount paid for insurance compared to the value of property covered.
Sec 13 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

In FY2001 the Division of Risk Management paid total premiums of \$965,000 for property valued at \$2,926,489,255, or \$.33 per \$1,000 of property value. For FY2002, property valued at \$3,127,049,559 is insured with a premium of \$1,508,333, or \$.48 per \$1,000 of property value.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

Each year the Division of Risk Management works to secure the best available property premium rate.

Risk Management

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	401.2	447.1	466.1
72000 Travel	9.8	17.4	17.4
73000 Contractual	22,799.9	22,875.8	23,865.8
74000 Supplies	5.8	10.0	10.0
75000 Equipment	26.5	3.5	3.5
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	23,243.2	23,353.8	24,362.8
Funding Sources:			
1007 Inter-Agency Receipts	23,243.2	23,353.8	24,362.8
Funding Totals	23,243.2	23,353.8	24,362.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	506.0	506.0	506.0	506.0	0.0
Unrestricted Total		506.0	506.0	506.0	506.0	0.0
Restricted Revenues						
Interagency Receipts	51015	23,243.2	23,353.8	23,353.8	24,362.8	24,418.4
Restricted Total		23,243.2	23,353.8	23,353.8	24,362.8	24,418.4
Total Estimated Revenues		23,749.2	23,859.8	23,859.8	24,868.8	24,418.4

Risk Management**Proposed Changes in Levels of Service for FY2003**

No significant change in the level of service is expected.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	23,353.8	23,353.8
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	0.0	0.0	9.0	9.0
Proposed budget increases:				
-Increased Cost of Risk for Workers' Compensation and Other Insurance	0.0	0.0	1,000.0	1,000.0
FY2003 Governor	0.0	0.0	24,362.8	24,362.8

Risk Management

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	6	6	Annual Salaries	349,762
Part-time	0	0	COLA	9,326
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	116,582
			<i>Less 2.01% Vacancy Factor</i>	(9,579)
			Lump Sum Premium Pay	0
Totals	6	6	Total Personal Services	466,091

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accounting Clerk II	0	0	1	0	1
Claims Administrator	0	0	2	0	2
Division Director	0	0	1	0	1
Risk Manager	0	0	1	0	1
Totals	0	0	6	0	6

BRU/Component: Longevity Bonus Grants

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: James Kohn, Director, Alaska Longevity Programs

Tel: (907) 465-2159 **Fax:** (907) 465-4108 **E-mail:** James_Kohn@admin.state.ak.us

Component Mission

This component holds Longevity Bonus funds. The program is administered by the Alaska Longevity Programs Management component. See that component for more information.

Component Services Provided

See the Alaska Longevity Programs Management component.

Component Goals and Strategies

See the Alaska Longevity Programs Management component.

Key Component Issues for FY2002 – 2003

See the Alaska Longevity Programs Management component.

Major Component Accomplishments in 2001

See the Alaska Longevity Programs Management component.

Statutory and Regulatory Authority

AS 47.45.01-160
2 AAC 40

Alaska Longevity Bonus Program
Alaska Longevity Bonus Program

Key Performance Measures for FY2003

Measure:

There are no performance measures specifically for this BRU. See the Alaska Longevity Programs BRU for the Longevity Bonus program performance measure.

Sec Ch 90 SLA 2001(HB 250)

Longevity Bonus Grants

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	54,829.9	52,558.6	48,538.3
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	54,829.9	52,558.6	48,538.3
Funding Sources:			
1004 General Fund Receipts	54,829.9	52,558.6	48,538.3
Funding Totals	54,829.9	52,558.6	48,538.3

Longevity Bonus Grants

Proposed Changes in Levels of Service for FY2003

See the Alaska Longevity Programs Management component.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	52,558.6	0.0	0.0	52,558.6
Proposed budget decreases:				
-Program Phase Out Reduction	-4,020.3	0.0	0.0	-4,020.3
FY2003 Governor	48,538.3	0.0	0.0	48,538.3

Alaska Longevity Programs Budget Request Unit

Contact: James Kohn, Director, Alaska Longevity Programs

Tel: (907) 465-2159 **Fax:** (907) 465-4108 **E-mail:** James_Kohn@admin.state.ak.us

BRU Mission

To issue longevity bonus payments to eligible individuals and manage the Alaska Pioneers' Homes.

BRU Services Provided

Administration of the six Pioneers' Homes and the Alaska Longevity Bonus program.

BRU Goals and Strategies

PROVIDE A HOME-LIKE MODEL OF CARE THAT MEETS THE NEEDS OF PIONEERS' HOMES RESIDENTS IN AN ASSISTED LIVING ENVIRONMENT

- Work with nationally recognized experts in the field of gerontology and Alzheimer's Disease and Related Disorders (ADRD) to develop and optimize gerontological services for residents with ADRD

FIND OPPORTUNITIES TO REALIZE OPERATING EFFICIENCIES

- Decrease facility energy use, supplies costs, workers' compensation, and medication costs while continuing to provide excellent care.

PROVIDE EFFECTIVE MANAGEMENT ASSISTANCE TO THE PIONEERS' HOME STAFF

- Provide programmatic and administrative (nursing, personnel, policy, financial and procurement) support to staff of the six Pioneers' Homes.
- Facilitate on-going training opportunities to Pioneers' Home staff to increase their knowledge regarding the needs and specialized care requirements for residents with Alzheimer's Disease and Related Disorders (ADRD).

EFFECTIVELY MANAGE THE LONGEVITY BONUS PROGRAM DURING ITS PHASE-OUT PERIOD

- Ensure warrants are delivered to the US Post Office on the last working day of the month.
- Respond to inquiries about the program within one working day.

Key BRU Issues for FY2002 – 2003

Deferred Maintenance - The Pioneers' Homes program must develop some means to address the ongoing deferred facilities maintenance issues. The backlog of maintenance issues continues to grow as funding levels only allow maintenance for immediate threats to the health and safety of residents, with virtually no funding for proactive maintenance.

Need for increased Pioneers' Home staffing - Increasing age and frailty of the population served, increasing amount of service provision, and increasing need for labor-intensive dementia care continue to result in a need for additional direct care staff. If present staffing is not deemed adequate to serve the population, the only option for the Homes is to reduce census and not fill all vacant beds.

Continue to develop and refine the Quality Assurance Program that includes a standardized unusual occurrence tracking system - While we recognize that unusual occurrences can and do happen, we will minimize their negative effect by assessing our processes, identifying inadequacies and developing interventions.

Pursue Nationally Recognized Accreditation for the Pioneers' Homes - This demonstrates our commitment to excellence. The accreditation process focuses on performance based standards and quality improvement analytic techniques.

Pharmacy Outreach - Through publications and visitations, our Chief Pharmacist will provide programmatic and educational services to Alaskan seniors outside the Pioneers' Home system.

Collaborate with Experts - The Pioneers' Homes continue to collaborate with nationally recognized research and product development experts regarding improved safety, care and environment.

Recruitment - Participate in state and national job fairs to improve our ability to recruit direct care staff in a time of national shortage.

Policies and Procedures - Update and revise the division's policies and procedures to reflect changes in regulations, statute, best practice standards and to incorporate the Eden Alternative.

Major BRU Accomplishments in 2001

- The Eden Alternative was implemented in all six Pioneers' Homes during FY2000 and now all homes are Eden Alternative certified. The program has been demonstrated to be very effective in combating loneliness and depression in the elderly by providing a safe home setting that includes plants, animals and children.
- Nationally Recognized Gerontology Experts Report on the Pioneers' Homes - Experts conducted reviews and published reports of findings and recommendations regarding pharmacy operations, quality assurance, environment and activities.
- Cost Containment - Continued to pursue strategies for cost containment including centralization, computerization and standardization. Group purchasing, division-wide facilities management and the in-house pharmacy all provide immediate cost savings.
- Designed and Implemented Quality Assurance Program - Our overall goal is increased resident safety. The main program objectives are tracking and trouble shooting unusual occurrences, identifying trends and providing the legislature with statistical information as required by statute.
- Selected the agency to accredit the Pioneers' Homes.
- Community Outreach - Increased emphasis placed on educating the community about the Pioneers' Homes and national trends including the current and future role of the Pioneers' Homes system, difficulties recruiting direct care staff and the need for increased staffing with the increase in the elder population.
- The Assisted Living Federation of America certified three Pioneers' Home Administrators.
- Two Pioneers' Home Pharmacists passed the examination to become Fellow's of the American Society of Consultant Pharmacists. Fellowship in the Society is an honor recognizing professionals who meet the highest standards in Senior Care Pharmacy, demonstrating an extraordinary level of service and dedication in professional practice activities.

Key Performance Measures for FY2003

Measure:

The number of vacancies in the Alaska Pioneers' Homes.
Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

January 1, 2001 through June 30, 2001:

There are approximately 600 licensed assisted living beds in six Pioneers' Homes located in Anchorage, Palmer, Fairbanks, Juneau, Sitka and Ketchikan.

At times a limited number of beds are unavailable for occupancy because of facility renovations, building or fire code violations, or staffing constraints. The monthly occupancy percentages indicated below are based on available beds occupied and "assigned." A bed is assigned after an applicant has signed an admission contract for a room prior to occupying the room.

The "Available Beds" column indicates all unfilled beds reported at month end. Over 80% of available beds are in the coordinated services (residential) and basic assisted living care areas. Few applicants apply for these beds which do not provide 24 hour oversight and direct care.

Month/2001	% occupied	Available Beds
Jan	84.9%	86
Feb	83.8%	92
March	84.4%	88
April	84.9%	85
May	85.1%	84
June	86.0%	79
Avg/mo	84.8%	85

July 1, 2001 through September 30, 2001:

There are approximately 600 licensed assisted living beds in six Pioneers' Homes located in Anchorage, Palmer, Fairbanks, Juneau, Sitka and Ketchikan. The information contained in the tables below is from the Pioneers' Homes' monthly occupancy report.

At times, a limited number of beds are unavailable for occupancy because of facility renovations, building or fire code violations, or staffing constraints. The vacancy information indicated below is based upon vacant available beds

Total number of vacancies at end of each month, as measured by occupancy report:

July 2001	90
August 2001	82
September 2001	91
AVERAGE	88

The total number of vacancies for the quarter measured has remained relatively static.

Total number of vacancies at end of each month, by level of care, as measured by occupancy report:

	July 2001	August 2001	September 2001
Coordinated services	53	50	51
Basic assisted living	20	19	21
Enhanced assisted living	5	4	8
ADRD	9	7	7
Comprehensive services	3	2	4

The total number of vacancies by level of care for the quarter measured has remained relatively static. The vacancies are predominantly in the coordinated services and basic assisted living levels of care. There are few applicants for these levels of care, which do not include 24-hour oversight and direct care.

Total number of vacancies at end of each month, by Pioneers' Home, as measured by occupancy report

	July 2001	August 2001	September 2001
Anchorage	50	48	50
Fairbanks	5	3	4
Juneau	2	1	1
Ketchikan	0	0	3
Palmer	0	0	0
Sitka	33	30	33

The total number of vacancies by Pioneers' Home for the quarter measured has remained relatively static.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Alaska Longevity Programs works to ensure that the Pioneers' Homes provide care for the number of residents that available resources allow.

Measure:

The percentage of longevity bonus payments issued as scheduled.
Sec 14 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

During the past six years, all Longevity Bonus payments were issued as scheduled.

Benchmark Comparisons:

We currently have no benchmarks for this performance measure.

Background and Strategies:

The Division of Alaska Longevity Programs will continue to work to ensure that all Longevity Bonus payments are made as scheduled.

Measure:

The number of incidents in Alaska Pioneers' Homes resulting in resident injury as compared to the national average for similar facilities.
Sec 14 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

In January 2000, the Division of Alaska Longevity Programs began research on available computerized tracking systems which would allow the Pioneers' Homes to adequately track unusual occurrences in a standardized way.

In July 2000, the Division contracted with CBR Associates Inc. who provided RISKPlus software, training, and support services. With the implementation of the RISKPlus software, the Homes were able to convert all unusual occurrences and medication errors into trend data which allows them to now analyze performance on an on-going basis. It is the Division's goal that accurate and standardized information will make a positive impact on the quality of care provided in the Alaska Pioneers' Homes.

Expert Evaluation

In October 2000, the Division consulted with the University of Southern California (USC), Division of Geriatric Medicine, to conduct a site visit of the Anchorage, Palmer and Fairbanks Pioneers' Homes to evaluate the Pioneers' Home Quality Assurance and RISKPlus programs and to compare the programs to national standards.

Results: Falls

The National Safety Council lists falls in older adults as five times more likely to lead to hospitalization than other injuries. Such incidents 10-20% of the time result in a serious injury and 2-6% result in a bone fracture. In skilled

nursing facilities, 50% of all residents will fall in a year. If they are ambulatory, the incidence goes up to 61% for residents 75 years of age and older.

The following table is a summary of all reported falls and sentinel events within the Alaska Pioneers' Homes for the last six months of FY 2001.

Alaska Pioneers' Homes Fall injury Rate, January 1, 2001 to June 30, 2001

Actual number of falls	Sentinel Event Injuries	Pioneers' Home Fall Injury Rate	National Fall Injury Rate
431	5	1.2%	from 2 to 6%

The percentage of falls within the Pioneers' Homes resulting in serious injury (sentinel events) were below national statistics.

The following table is a summary of all reported falls and sentinel events within the Alaska Pioneers' Homes for the first three months of FY 2002:

Actual Number of Falls	Sentinel Event Injuries	Pioneers' Homes Fall Injury Rate	National Fall Injury Rate
238	7	2.9%	From 2 to 6%

Benchmark Comparisons:

Alaska Pioneers' Homes Fall injury Rate, January 1, 2001 to June 30, 2001

Actual number of falls	Sentinel Event Injuries	Pioneers' Home Fall Injury Rate	National Fall Injury Rate
431	5	1.2%	from 2 to 6%

The percentage of falls within the Pioneers' Homes resulting in serious injury (sentinel events) were below national statistics.

Alaska Pioneers' Homes Fall injury Rate, July 1, 2001 to September 30, 2001

The following table is a summary of all reported falls and sentinel events within the Alaska Pioneers' Homes for the first three months of FY 2002:

Actual Number of Falls	Sentinel Event Injuries	Pioneers' Homes Fall Injury Rate	National Fall Injury Rate
238	7	2.9%	From 2 to 6%

Background and Strategies:

The Division of Alaska Longevity Programs continues to work with direct care staff to ensure that the incidence of injury of Pioneers' Homes residents remains as low as possible.

Measure:

The medication error rate in Alaska Pioneers' Homes as compared to the national average for similar facilities.

Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

Medication Error Rate

A medication error is defined as any event of inappropriate medication administration or omission. The medication error rate reflects the number of medication errors relative to the total number of medication dosages given.

The following table is a summary of medication errors in the Pioneers' Homes for the six month interval between January 1, 2001 and June 30, 2001:

Number of Medication Dosages Given	Number of Medication Errors	Pioneers' Home Medication Error Rate	National Medication Error Rate
743,910	362	0.5%	5%

The following table is a summary of medication errors in the Pioneers' Homes for the three-month interval between July 1, 2001 and September 30, 2001:

Number of Medication Dosages Given	Number of Medication Errors	Pioneers' Home Medication Error Rate	National Medication Error Rate
389,565	281	0.1%	5%

Based upon these figures, the medication error rate at the Pioneers' Homes remains far below the 5% medication error rate that is considered acceptable by the Health Care Financing Administration, which oversees and surveys nursing facilities throughout the United States.

The medication error rate is not the only indicator of safety. The type of medication error and the type of follow-up care needed by a resident after an error occurs are also significant safety indicators.

The major type of medication error that occurred in the Pioneers' Homes during the reporting interval was the omission of a dosage of a medication. Other types of errors which are potentially more dangerous include giving the wrong medication to a resident, giving the wrong dosage of a medication to a resident, or giving a medication to a different resident than the medication is intended for. These types of errors were extremely rare within the already very low error rate at the Pioneers' Homes. None of the medication errors reported during the period resulted in a resident requiring hospitalization.

Benchmark Comparisons:

The medication error rate at the Pioneers' Homes remains far below the 5% medication error rate that is considered acceptable by the Health Care Financing Administration, which oversees and surveys nursing facilities throughout the United States.

Background and Strategies:

The Division of Alaska Longevity Programs will continue to work with direct care staff to ensure that the medication error rate in the Pioneers' Homes is kept at the lowest possible level.

Alaska Longevity Programs
BRU Financial Summary by Component

All dollars in thousands

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
None.												
<u>Non-Formula</u>												
<u>Expenditures</u>												
Pioneers	21,393.0	0.0	12,666.2	34,059.2	21,869.4	0.0	12,594.1	34,463.5	22,507.8	0.0	12,480.5	34,988.3
Homes												
AK Longevity	1,035.1	0.0	384.5	1,419.6	988.2	0.0	376.7	1,364.9	1,005.1	0.0	427.4	1,432.5
Programs												
Mgmt												
Totals	22,428.1	0.0	13,050.7	35,478.8	22,857.6	0.0	12,970.8	35,828.4	23,512.9	0.0	12,907.9	36,420.8

Alaska Longevity Programs

Proposed Changes in Levels of Service for FY2003

Increasing Care Requirements- The resident population of the Pioneers' Homes has changed dramatically over the past ten years with over 190 Pioneers' Homes beds converted from "residential" (coordinated services) to other levels of care. The result is that the needs of Pioneers' Home residents and the amount of direct-care staff assistance required to meet those needs has substantially increased.

In addition, there are now residents in the Pioneers' Homes system that, at times, require one-on-one care and supervision due to their aggressive behavior. An increase in the direct care staffing levels is required to ensure the protection of both the aggressive residents and all other residents.

Each Home continually assesses staffing in relation to the population served. If adequate staffing is not available to meet resident needs and safety requirements, vacant beds will not be filled until the residents-to-staff ratio is acceptable.

Alaska Longevity Programs

Summary of BRU Budget Changes by Component

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	22,857.6	0.0	12,970.8	35,828.4
Adjustments which will continue current level of service:				
-Pioneers Homes	638.4	0.0	0.0	638.4
-AK Longevity Programs Mgmt	16.9	0.0	0.7	17.6
Proposed budget decreases:				
-Pioneers Homes	0.0	0.0	-113.6	-113.6
Proposed budget increases:				
-AK Longevity Programs Mgmt	0.0	0.0	50.0	50.0
FY2003 Governor	23,512.9	0.0	12,907.9	36,420.8

Component: Pioneers Homes

Contact: James Kohn, Director, Alaska Longevity Programs

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Component Mission

To manage the Alaska Pioneers' Homes.

Component Services Provided

The Pioneers' Homes provide residential and pharmaceutical services in Sitka, Fairbanks, Palmer, Anchorage, Ketchikan and Juneau to Alaskan seniors. The services are designed to maximize independence and quality of life by addressing the physical, emotional and spiritual needs of Pioneers' Home residents. Resident needs are addressed in a continuum of services with special emphasis on caring for residents with Alzheimer's Disease and Related Disorders (ADRD).

Component Goals and Strategies

PROVIDE CARE THAT MEETS THE NEEDS OF PIONEERS' HOMES RESIDENTS IN AN ASSISTED LIVING ENVIRONMENT

- Work with nationally recognized experts in the field of gerontology and ADRD to develop and optimize gerontological services for residents with ADRD

CONTINUE TO REALIZE OPERATING EFFICIENCIES

- Decrease facility energy use, supplies costs, workers' compensation and medication costs while continuing to provide excellent care.

Key Component Issues for FY2002 – 2003

Deferred Maintenance - The Pioneers' Homes program must develop some means to address the ongoing deferred facilities maintenance issues. The backlog of maintenance issues continues to grow as funding levels only allow maintenance for immediate threats to the health and safety of residents, with virtually no funding for proactive maintenance.

Need for increased Pioneers' Home staffing - Increasing age and frailty of the population served, increasing amount of service provision, and increasing need for labor-intensive dementia care continue to result in a need for additional direct care staff. If present staffing is not deemed adequate to serve the population, the only option for the Homes is to reduce the number of people served and not fill all vacant beds.

Continue to develop and refine the Quality Assurance Program that includes a standardized unusual occurrence tracking system - While we recognize that unusual occurrences can and do happen, we will minimize their negative effect by assessing our processes, identifying inadequacies and developing interventions.

Pursue Nationally Recognized Accreditation for the Pioneers' Homes - This demonstrates our commitment to excellence. The accreditation process focuses on performance based standards and quality improvement analytic techniques.

Pharmacy Outreach - Through publications and visitations, our Chief Pharmacist will provide programmatic and educational services to Alaskan seniors outside the Pioneers' Home system.

Collaborate with Experts - The Pioneers' Homes continue to collaborate with nationally recognized research and product development experts regarding improved safety, care and environment.

Recruitment - Participate in state and national job fairs to improve our ability to recruit direct care staff in a time of national shortage.

Policies and Procedures - Update and revise the division's policies and procedures to reflect changes in regulations, statute, best practice standards and to incorporate the Eden Alternative.

Major Component Accomplishments in 2001

- The Eden Alternative was implemented in all six Pioneers' Homes during FY2000 and now all homes are Eden Alternative certified. The program has been demonstrated to be very effective in combating loneliness and depression in the elderly by providing a safe home setting that includes plants, animals and children.
- Nationally Recognized Gerontology Experts Report on the Pioneers' Homes - Experts conducted reviews and published reports of findings and recommendations regarding pharmacy operations, quality assurance, environment and activities.
- Cost Containment - Continued to pursue strategies for cost containment including centralization, computerization and standardization. Group purchasing, division-wide facilities management and the in-house pharmacy all provide immediate cost savings.
- Designed and Implemented Quality Assurance Program - Our overall goal is increased resident safety. The main program objectives are tracking and trouble shooting unusual occurrences, identifying trends and providing the legislature with statistical information as required by statute.
- Selected the agency to accredit the Pioneers' Homes.
- Community Outreach - Increased emphasis placed on educating the community about the Pioneers' Homes and national trends including the current and future role of the Pioneers' Homes system, difficulties recruiting direct care staff and the need for increased staffing with the increase in the elder population.
- The Assisted Living Federation of America certified three Pioneers' Home Administrators.
- Two Pioneers' Home Pharmacists passed the examination to become Fellow's of the American Society of Consultant Pharmacists. Fellowship in the Society is an honor recognizing professionals who meet the highest standards in Senior Care Pharmacy, demonstrating an extraordinary level of service and dedication in professional practice activities.

Statutory and Regulatory Authority

AS 44.21.020(9), (12)	Duties of Department
AS 44.21.100-130	Pioneers' Homes Advisory Board
AS 47.55	Pioneers' Homes
2 AAC 41	Pioneers' Homes

Pioneers Homes

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	26,221.6	28,199.2	28,724.0
72000 Travel	53.6	39.7	39.7
73000 Contractual	6,323.0	4,933.1	4,933.1
74000 Supplies	904.7	1,050.2	1,050.2
75000 Equipment	489.1	137.6	137.6
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	67.2	103.7	103.7
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	34,059.2	34,463.5	34,988.3
Funding Sources:			
1004 General Fund Receipts	10,984.8	11,528.6	11,932.9
1007 Inter-Agency Receipts	199.8	124.6	11.0
1037 General Fund / Mental Health	10,352.3	10,340.8	10,574.9
1053 Investment Loss Trust Fund	209.1	0.0	0.0
1118 Pioneers' Homes Receipts	55.9	0.0	0.0
1156 Receipt Supported Services	12,257.3	12,469.5	12,469.5
Funding Totals	34,059.2	34,463.5	34,988.3

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	199.8	124.6	153.1	11.0	11.0
Receipt Supported Services	51073	12,257.3	12,469.5	12,469.5	12,469.5	12,469.5
Pioneers' Homes Receipts	51123	55.9	0.0	0.0	0.0	0.0
Investment Loss Trust Fund	51393	209.1	0.0	0.0	0.0	0.0
Restricted Total		12,722.1	12,594.1	12,622.6	12,480.5	12,480.5
Total Estimated Revenues		12,722.1	12,594.1	12,622.6	12,480.5	12,480.5

Pioneers Homes

Proposed Changes in Levels of Service for FY2003

Increasing Care Requirements - The resident population of the Pioneers' Homes has changed dramatically. The result is that the needs of Pioneers' Home residents and the amount of direct-care staff assistance required to meet those needs has substantially increased. There are now residents in the Pioneers' Homes system that, at times, require one-on-one care and supervision due to their aggressive behavior. An increase in the direct care staffing levels is required to ensure the protection of both the aggressive residents and all other residents.

Although the FY2003 budget does not include a request for additional staff, if adequate staffing is not available to meet resident needs and safety requirements, census will be decreased by not filling vacant beds.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	21,869.4	0.0	12,594.1	34,463.5
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	495.1	0.0	143.3	638.4
-Year 3 Labor Costs - Unrealized Fund Source	143.3	0.0	-143.3	0.0
Proposed budget decreases:				
-Sourdough Resident Support Reduction	0.0	0.0	-113.6	-113.6
FY2003 Governor	22,507.8	0.0	12,480.5	34,988.3

Pioneers Homes

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	526	530	Annual Salaries	19,907,544
Part-time	82	78	COLA	507,252
Nonpermanent	66	66	Premium Pay	199,832
			Annual Benefits	8,291,144
			<i>Less 4.44% Vacancy Factor</i>	(1,283,717)
			Lump Sum Premium Pay	1,101,945
Totals	674	674	Total Personal Services	28,724,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk I	0	0	0	1	1
Accounting Clerk II	1	0	0	0	1
Accounting Tech I	1	0	0	0	1
Administrative Assistant	0	1	1	2	4
Administrative Clerk II	2	0	0	4	6
Administrative Clerk III	0	1	1	0	2
Administrative Manager I	1	0	0	1	2
Assisted Living Care Coord	0	2	1	3	6
Asst Adm Anch Pioneer Home	1	0	0	0	1
Certified Nurse Aide	91	55	34	127	307
Enviro Services Foreman	1	1	0	3	5
Enviro Services Journey I	16	8	0	21	45
Enviro Services Journey II	8	7	1	20	36
Food Service Journey	4	3	0	13	20
Food Service Lead	1	1	0	0	2
Food Service Sub Journey	24	8	0	24	56
Inservice Training Coord	1	0	0	2	3
Licensed Prac Nurse	14	3	1	6	24
Maint Gen Foreman	1	1	1	2	5
Maint Gen Journey	4	3	1	7	15
Maint Gen Lead	0	0	0	1	1
Maint Gen Sub - Journey II	1	0	0	2	3
Maint Spec Bfc Foreman	0	0	0	1	1
Medical Records Asst	1	0	0	2	3
Nurse I	1	4	0	6	11
Nurse II	11	7	2	12	32
Nurse III	0	0	6	9	15
Nurse IV	3	0	0	0	3
Personnel Asst I	1	0	0	0	1
Pharmacist	3	0	0	0	3
Pharmacy Assistant	3	0	0	0	3
Physical Therapist	1	1	1	0	3
Pioneers Home Admin I	0	1	1	3	5
Pioneers Home Admin II	1	0	0	0	1
Pioneers Home Aide	9	4	0	11	24
Procurement Spec II	1	0	0	0	1
Project Asst	1	0	0	0	1
Recreation Assistant	1	0	1	1	3
Recreational Therapist II	1	1	1	3	6
Resident Aide IV	0	1	0	0	1
Social Svcs Prog Coord	1	0	0	0	1

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Social Worker II	0	0	0	3	3
Social Worker III	1	1	1	0	3
Supply Technician I	1	0	0	0	1
Supply Technician II	0	1	0	2	3
Totals	213	115	54	292	674

Component: Alaska Longevity Programs Management

Contact: James Kohn, Director, Alaska Longevity Programs

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Component Mission

To issue longevity bonus payments to eligible individuals and manage the Alaska Pioneers' Homes.

Component Services Provided

- Consultation services by our geriatric nurse consultant
- Guidance and direction on overall issues such as risk management and the worker's compensation program
- Centralized support of personnel services
- Maintain and manage the Pioneers' Homes computerized waiting list
- Centralized billing and collections for Pioneers' Homes services: rent, medications and supplies
- Review and manage resident income and asset records to determine payment assistance eligibility
- Process longevity bonus payments
- Determine continued eligibility of longevity bonus recipients

Component Goals and Strategies

TO PROVIDE EFFECTIVE MANAGEMENT ASSISTANCE TO THE PIONEERS' HOMES STAFF.

- Provide programmatic and administrative (policy, nursing, personnel, financial and procurement) support to staff of the six Pioneers' Homes.
- Facilitate on-going training opportunities to Alaska Longevity Programs Management staff and Pioneers' Home staff to increase their knowledge regarding the needs and specialized care requirements for residents with Alzheimer's Disease and Related Disorders (ADRD), Eden Alternative and quality assurance.
- Provide expert assessment of Pioneers' Homes programs and set standards for assisted living, quality assurance and environment.
- Provide capital project and maintenance oversight, management and support.

EFFECTIVELY MANAGE THE LONGEVITY BONUS PROGRAM DURING ITS PHASE OUT PERIOD.

- Ensure warrants are delivered to the US Post Office on the last working day of the month.
- Respond to inquiries about the program within one working day.

Key Component Issues for FY2002 – 2003

See the Pioneers' Homes' component.

Major Component Accomplishments in 2001

See the Pioneers' Homes' component.

Statutory and Regulatory Authority

AS 44.21.020(9), (12)	Duties of Department
AS 44.21.020(9), (12)	Duties of Department
AS 44.21.100-130	Pioneers' Homes Advisory Board
AS 47.45	Alaska Longevity Bonus Program
AS 47.55	Pioneers' Homes
2 AAC 40	Alaska Longevity Bonus Program
2 AAC 41	Pioneers' Homes

Alaska Longevity Programs Management

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	847.2	844.9	937.0
72000 Travel	66.4	16.4	16.4
73000 Contractual	461.2	451.7	427.2
74000 Supplies	42.3	25.9	25.9
75000 Equipment	2.5	26.0	26.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,419.6	1,364.9	1,432.5
Funding Sources:			
1004 General Fund Receipts	970.8	923.9	940.8
1007 Inter-Agency Receipts	347.1	322.1	372.1
1037 General Fund / Mental Health	64.3	64.3	64.3
1053 Investment Loss Trust Fund	5.9	0.0	0.0
1061 Capital Improvement Project Receipts	31.5	54.6	55.3
Funding Totals	1,419.6	1,364.9	1,432.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	347.1	322.1	372.1	372.1	372.1
Capital Improvement Project Receipts	51200	31.5	54.6	54.6	55.3	55.3
Investment Loss Trust Fund	51393	5.9	0.0	0.0	0.0	0.0
Restricted Total		384.5	376.7	426.7	427.4	427.4
Total Estimated Revenues		384.5	376.7	426.7	427.4	427.4

Alaska Longevity Programs Management

Proposed Changes in Levels of Service for FY2003

We do not expect any change in the services we provide to the Pioneers' Homes staff, longevity bonus recipients and Alaskan seniors.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	988.2	0.0	376.7	1,364.9
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	16.9	0.0	0.7	17.6
Proposed budget increases:				
-Partial Funding for Geriatric Nurse Consultant	0.0	0.0	50.0	50.0
FY2003 Governor	1,005.1	0.0	427.4	1,432.5

Alaska Longevity Programs Management

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	14	15	Annual Salaries	703,164
Part-time	0	0	COLA	18,304
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	254,331
			Less 3.98% Vacancy Factor	(38,799)
			Lump Sum Premium Pay	0
Totals	14	15	Total Personal Services	937,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant V	0	0	1	0	1
Accounting Tech I	0	0	2	0	2
Administrative Assistant	0	0	1	0	1
Administrative Clerk III	0	0	3	0	3
Analyst/Programmer III	0	0	1	0	1
Division Director	0	0	1	0	1
Geriatric Nurse Consult	0	0	1	0	1
Personnel Officer I	0	0	1	0	1
Pioneers Home Consulting Mngr	0	0	1	1	2
Project Asst	0	0	1	0	1
Senior Services Technician	0	0	1	0	1
Totals	0	0	14	1	15

Senior Services Budget Request Unit

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BRU Mission

To maximize the independence of older Alaskans.

BRU Services Provided

Management of four grant programs. The four programs are: Nutrition, Transportation, and Support Services; Senior Employment Services; Home and Community Based Care; and Senior Residential Services.

Through the Alaska Commission on Aging (ACoA), a variety of services are provided through grantees. Services include congregate and home delivered meals, transportation to and from meal sites, support services such as nutritional education, preventive health care and elder abuse prevention, and planning for comprehensive home and community based long-term care. Medicare Insurance and Senior Pension Benefits counseling is also provided. The Family Caregiver Support Program provides an opportunity to assess and begin to develop a service delivery system to caregivers of Alaska's elderly. ACoA also coordinates with Alaska Native programs throughout the state.

Management of two waivers from the federal government for Medicaid. Assist local grantee agencies to become Medicaid-billing providers; review and authorize client plans of care; and manage client care costs and admission to the program to ensure that the total waiver budget is on target.

Hold required meetings of the Alaska Commission on Aging and ensure broad-based public interaction with seniors throughout the state; write required annual reports; gather data and analyze policy issues; and integrate Commission recommendations and decisions into staff work and grants management.

Continued refinement of Adult Protective Services (APS) and Assisted Living Homes Licensing (ALHL) systems and to extend education and training to the public and all related social service, health, and law enforcement agencies regarding those systems, statutes and regulations.

ACoA plans and develops program strategies to address the needs of Alaskans affected by Alzheimer's Disease and Related Dementia (ADRD), and their caregivers. This is a statutory requirement under the terms of the Alaska Mental Health Trust Authority settlement.

The Long Term Care Ombudsman (LTCO), under the Alaska Mental Health Trust Authority and funded by the Division of Senior Services, investigates and resolves complaints concerning senior citizens' long term care services, and advocates to resolve problems concerning other core services upon which seniors rely.

Home Health Services - Support agencies and Independent Personal Care Attendants through the Personal Care Attendant program which helps Alaskans with activities of daily living like non-technical medical care, bathing and dressing, preparing food, shopping, cleaning, and other activities that require semi-skilled care. This program is designed to prevent or reduce inappropriate or unnecessary institutional care.

The Director's office provides policy, management, and administrative oversight for the Division of Senior Services as well as a variety of administrative support functions, payments to Adult Protective Services care providers, accounts payable, travel assistance for division staff, budget management and oversight, assistance with professional services contracts, and procurement.

BRU Goals and Strategies

MAXIMIZE THE INDEPENDENCE OF VULNERABLE ALASKANS BY PROVIDING CHOICES AND ACCESS TO PREVENTION, WELLNESS AND QUALITY LONG-TERM CARE SERVICES

- Reform the long-term care system in Alaska, in conjunction with Medicaid/Medi-grant changes.
- Establish a well coordinated, comprehensive long-term care system that responds to seniors' individualized service

needs and allows seniors to remain within their home and communities as long as possible.

- Protect and support seniors and other vulnerable adults through the services of Adult Protective Services, Assisted Living Homes Licensing, and the Office of the Long Term Care Ombudsman.
- Function as the "state unit on aging" under the federal Older American Act, and carry out mandated planning, advocacy and services provision under the Act as required to receive federal funds for community services for seniors, and job placement funds for older workers.

Key BRU Issues for FY2002 – 2003

- Limited state resources for adult protective services to provide coverage statewide will require increased training of community resources such as police and medical personnel to assure proper reporting of suspected abuse or neglect of elders.
- The Alaska Commission on Aging predicts that the senior population will increase from 26,000 in 1993 to more than 80,000 by the year 2015. The number of seniors requiring significant assistance from the State will likely grow proportionately. With the prospect of significant staff increases unlikely, program efficiency will have to increase proportionately to continue to support the growing seniors population.
- The Division of Senior Services programs currently rely upon numerous duplicative, labor intensive, and ineffective systems. With support from the Alaska Mental Health Trust Authority, the division will create a functional, integrated data environment.

Major BRU Accomplishments in 2001

Adult Protective Services. In FY2001, six workers statewide performed approximately 1,031 intakes, conducted approximately 751 investigations, and provided approximately 139 referrals. There was an increase of 100 Adult Protective Services investigations over FY2000. Over 120 vulnerable adults received General Relief financial assistance on the average each month for assisted living services. Over 86 reports of harm were investigated in assisted living homes.

Assisted Living Licensing Program. This unit consists of five licensing staff and an administrative clerk, with one of these positions being newly created in the past year. The goal is to provide an increased presence in the assisted living homes to offer technical support and monitor for health and safety issues. There are currently 1,403 licensed assisted living home units/beds in Alaska, up from 1,353 in FY2000. There are currently 131 licensed assisted living homes. The Program continues to receive increased inquiries from individuals and organization expressing interest in developing assisted living homes and considerable staff time is spent responding to those inquiries. Complaint investigations have increased in number and complexity. The Assisted Living Licensing Program produced a 14-minute orientation video for rural communities and has also worked with the YWCA Women's Fund to offer a 14-week business course for prospective assisted living home administrators.

Long Term Care Unit Program. The Long Term Care Unit manages nursing home authorizations and two Medicaid Waiver Programs, the Older Alaskan's Waiver and the Adult with Physical Disabilities Waiver. Nursing Home authorizations have remained approximately stable. The major accomplishment in FY2001 was the significant growth of Waiver recipients of 20.6% from FY2000 to FY2001. Since individuals receiving Waiver services could be served in nursing facilities, this Waiver increase represents both a net cost savings and better service to these persons. As the Waiver program continues to grow, the Division of Senior Services will continue to explore methods to improve the program, and allow consumers better access to much needed services.

In FY2002 the Long Term Care Unit has been subdivided to allow better focus on client services and provider services. This broadened effort is intended to improve responsiveness to both individual client issues and provider concerns.

Quality Assurance Program. The Quality Assurance Program took over training of care coordinators and will have trained 153 care coordinators by November of 2001; rewrote the Care Coordination Manual; made monitoring site visits on Medicaid Waiver clients; developed a Quality Assurance web page; developed and maintain non-routine complaint files and responded to a variety of performance complaints.

Rural Long Term Care Program. The Rural Long Term Care Program manager worked with the Department of Health & Social Services on a Long Term Care survey to change regulations for the Certificate of Need (CON) process to address the availability of home and community based services prior to the issuance of any CON for nursing home beds.

A three year grant was awarded from the Robert Wood Johnson Foundation for specific, rural, affordable assisted living development.

Key Performance Measures for FY2003

Measure:

The percentage of Alaskans with Alzheimer's disease and related disorders who are served through home-based and community-based programs.

Sec 15 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period July 1, 2000 through March 31, 2001, the percentage of Alaskans with Alzheimer's Disease and related disorders, who are served through Home and Community Based Programs is as follows:

Total 7/1/00-3/31/01 Increase during 12/31/00-3/31/01

Adult Day Services:	306	+41
Care Coordination:	289	+35
Respite Care:	121	+17

Total: 716 or 18% of 3,901 Estimated ADRD adults 65+ in AK

For the period July 1, 2000 through June 30, 2001 the percentage is as follows:

The percentage of Alaskans with Alzheimer's Disease and related disorders who are served through Home and Community Based Programs:

*Total 7/1/00-6/30/01 Increase during 3/31/01-6/30/01

Adult Day Services:	340	+34
Care Coordination:	329	+40
Respite Care:	136	+15

Total: 805 or 21% of 3,901 Estimated ADRD adults 65+ in AK

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Senior Services continues to work to provide services to the maximum number of clients as funding allows.

Measure:

The total number of licensed assisted living homes.

Sec 15 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The total number of licensed assisted living homes during the fourth quarter of FY2001 numbered 125. During the first quarter of FY2002, the number increased to 132.

Benchmark Comparisons:

We currently have no bench mark information for this performance measure.

Background and Strategies:

The Division will continue to work with care providers to provide quality assisted living care to Alaskan seniors.

Measure:

The average length of time taken to investigate complaints received about assisted living homes.
Sec 15 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The average length of time taken to investigate complaints received about assisted living homes during the fourth quarter of FY2001 is 12.4 days. For the first quarter of FY2002 the number of days dropped to 11.5.

Benchmark Comparisons:

We currently have no bench mark information for this performance measure.

Background and Strategies:

The Division of Senior Services will continue to work to ensure that complaints received about assisted living homes are investigated as thoroughly and quickly as possible.

Measure:

The average length of time taken to respond to reports of harm to vulnerable adults.
Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The average length of time taken to respond to reports of harm to vulnerable adults during the fourth quarter of FY2001 was 2.18 days. For the first quarter of FY2002 the average length of time increased slightly to 2.56 days.

Benchmark Comparisons:

We currently have no bench mark information for this performance measure.

Background and Strategies:

The Division of Senior Services will continue to work to ensure that reports of harm to vulnerable adults are investigated as thoroughly and quickly as possible.

Measure:

The average length of time taken to qualify for Project Choice or the Adults with Physical Disabilities waiver.
Sec 15 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period April 1, 2001 through June 30, 2001 the average length of time taken to qualify for Project CHOICE or the Adults with Physical Disabilities waiver was 96 days (From date when DSS receives completed level of care assessment to date when DSS authorizes a plan of care.)

For the period July 1, 2001 through September 30, 2001 the average length of time taken to qualify for Project CHOICE or the Adults with Physical Disabilities waiver was 114 days (From date when DSS receives completed level of care assessment to date when DSS authorizes a plan of care.)

Benchmark Comparisons:

We currently have no benchmarks for this performance measure.

Background and Strategies:

The Division of Senior Services will continue to work to ensure that the length of time taken to qualify for Project Choice or the Adults with Physical Disabilities waiver is as short as possible.

Senior Services **BRU Financial Summary by Component**

All dollars in thousands

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
None.												
<u>Non-Formula</u>												
<u>Expenditures</u>												
Protection, Comm Svcs, & Admin	2,709.2	1,533.8	1,686.0	5,929.0	3,543.9	2,703.1	2,077.8	8,324.8	4,462.2	2,158.0	1,860.0	8,480.2
Nutrition, Trans & Support Svc	1,655.3	3,819.3	0.0	5,474.6	1,655.3	4,484.0	0.0	6,139.3	1,655.3	5,048.3	0.0	6,703.6
Senior Employment Services	198.3	1,507.9	0.0	1,706.2	318.3	1,659.3	0.0	1,977.6	318.3	1,659.3	0.0	1,977.6
Home & Community Based Care	2,937.3	0.0	1,157.2	4,094.5	2,973.0	0.0	1,822.0	4,795.0	2,973.0	0.0	1,799.0	4,772.0
Senior Residential Services	1,015.0	0.0	0.0	1,015.0	1,015.0	0.0	0.0	1,015.0	1,015.0	0.0	0.0	1,015.0
Home Health Services	1,625.0	0.0	167.0	1,792.0	1,630.4	0.0	160.0	1,790.4	1,632.0	0.0	161.6	1,793.6
Totals	10,140.1	6,861.0	3,010.2	20,011.3	11,135.9	8,846.4	4,059.8	24,042.1	12,055.8	8,865.6	3,820.6	24,742.0

Senior Services

Proposed Changes in Levels of Service for FY2003

No service changes.

Senior Services

Summary of BRU Budget Changes by Component

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	11,135.9	8,846.4	4,059.8	24,042.1
Adjustments which will continue current level of service:				
-Protection, Comm Svcs, & Admin	514.5	-545.1	-468.7	-499.3
-Nutrition, Trans & Support Svc	0.0	564.3	0.0	564.3
-Home & Community Based Care	0.0	0.0	-25.0	-25.0
-Home Health Services	1.6	0.0	1.6	3.2
Proposed budget decreases:				
-Protection, Comm Svcs, & Admin	0.0	0.0	-0.2	-0.2
Proposed budget increases:				
-Protection, Comm Svcs, & Admin	403.8	0.0	251.1	654.9
-Home & Community Based Care	0.0	0.0	2.0	2.0
FY2003 Governor	12,055.8	8,865.6	3,820.6	24,742.0

Component: Protection, Community Services, and Administration

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Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

The division annually awards over 100 competitive grants to senior services providers throughout Alaska. The activities of the grantees are monitored to ensure that funds are used to provide the services intended. Technical assistance in program management and service delivery is provided as needed.

Public Education

The division provides education on nutrition, elder abuse prevention, and preventative health care; coordination with Alaska Native elders programs; education and training on aging; advocacy and coordination with all state health and social services agencies serving seniors; and planning for a comprehensive home and community-based long-term care system.

The Alaska Medicare Information Counseling and Assistance Program provides information to educate and assist the Alaskan population on the Medicare insurance program and other related services available in the State of Alaska. In FY2001, 2 full time staff and one part-time clerical support position combined with 75 volunteers to bring about 85 outreach events reaching over 119,000 Alaskans.

Medicaid Waiver Management

Assist all qualified entities to become quality Medicaid Waiver providers; review applications for two Medicaid waivers to determine eligibility and approve appropriate plans of care; manage client costs to ensure the total budget is on target.

Adult Protective Services (APS) and Assisted Living Homes Licensing (ALHL)

Duties include intaking reports of abuse, neglect, self-neglect, exploitation, and abandonment of elderly adults, investigation of those reports of harm, and providing protective services when necessary. Protective services include arranging for assisted living placement, home-based community services, mental health services, Medicaid Waiver services, alcohol and drug dependency treatment, transportation services, alcohol and drug dependency treatment, transportation services, food services, and guardianship and conservatorship when necessary.

Alzheimer's Disease and Related Dementia (ADRD)

Planning for needs of Alaskans with ADRD and their caregivers - The Alaska Commission on Aging (ACoA) is responsible for planning associated with the needs of Alaskans affected by ADRD and their caregivers. This is a statutory requirement under the terms of the Alaska Mental Health Trust Authority settlement.

Long-Term Care Ombudsman (LTCO)

Now managed under the Alaska Mental Health Trust Authority, but funded by the Division of Senior Services, this agency investigates and resolves complaints concerning senior citizens' long-term care services and advocates to resolve problems concerning other core services upon which seniors rely.

Care Plan Counseling (CPC)

Counseling and care coordination for people at high risk of institutionalization.

Rural Long Term Care (RLTC)

The Rural Long-Term Care Program provides education and technical assistance to rural communities so they can expand their local long-term care options.

Component Goals and Strategies

RESPOND QUICKLY TO VULNERABLE ALASKANS' COMMUNITY-BASED LONG-TERM CARE SERVICE NEEDS

- Enhance and expand care coordination and counseling services to help families and individuals make informed choices.
- Propose laws to increase customer protection.

MAKE LONG-TERM CARE SERVICES MORE ACCESSIBLE BY MAKING THEM MORE AFFORDABLE

- Streamline and simplify the administration, regulation, and payment of long-term care services.
- Explore options for Medicaid and other public funding for those community-based long-term care services for eligible Alaskans.

PROMOTE LONG-TERM CARE SERVICES THAT PRESERVE THE INTEGRITY, INDEPENDENCE, AND SAFETY OF INDIVIDUALS AND FAMILIES

- Develop and promote an integrated set of home and community-based service principles.
- Pursue all funding for supportive housing for seniors and persons with disabilities.

IMPROVE THE CLIMATE FOR PRIVATE DEVELOPMENT OF HOME AND COMMUNITY-BASED SERVICES

- Promote planning, workforce development, training and quality or capacity improvements in home and community-based programs.
- Encourage development of sound business practices in local home and community-based services by partnering with the YWCA Women's Fund and working with regional economic development organizations and the AMHTA.

EXPAND LOCAL COMMUNITIES' ABILITIES TO INCREASE HOME AND COMMUNITY-BASED SERVICES

- Encourage partnerships with local communities to convert programs and facilities to home and community-based services and to assure responsibility for home and community-based services.
- Educate communities about the economic benefits in developing home and community-based resources.

INFORM ALASKANS ABOUT THE FULL RANGE OF AVAILABLE LONG-TERM CARE SERVICES

- Increase education efforts regarding long-term care services by targeting medical professionals and the general public.
- Publicize the entry points.

Key Component Issues for FY2002 – 2003

The U.S. Census Bureau predicts that the seniors population in Alaska will increase from 26,000 in 1993 to 89,000 in 2015, an increase of over 242%. With the prospect of significant staff increases unlikely, the efficiency of the Division's current staff will have to increase to continue to support the growing senior population.

Increases in the senior population result in the need for all senior service providers to increase their capacity for providing services. Capacity development and expansion is a key need for many Alaskan communities.

Limited state resources for adult protective services to provide coverage statewide will require increased training of local officials such as police and medical personnel to assure proper reporting and handling of suspected abuse or neglect of elders.

The Division of Senior Services programs currently rely upon numerous duplicative, labor intensive, and ineffective systems. With support from the Alaska Mental Health Trust Authority, the division will create a functional, integrated data environment which is essential to efficient provision of services.

Major Component Accomplishments in 2001

Adult Protective Services. In FY2001, six workers statewide performed approximately 1,031 intakes, 751 investigations, and provided 139 referrals. There was an increase of 100 Adult Protective Services investigations over FY2000. An average of over 120 vulnerable adults received General Relief financial assistance each month for assisted living services. Approximately 86 reports of harm were investigated in assisted living homes.

Assisted Living Licensing Program. The Assisted Living Licensing Program produced a 14-minute orientation video for rural communities and has also worked with the YWCA Women's Fund to offer a 14-week business course for prospective assisted living home administrators.

Long Term Care Unit Program. The major accomplishment in FY2001 was the handling of the significant growth of

Waiver recipients of 20.6% from FY2000 to FY2001. Since many individuals receiving Waiver services would otherwise be served in nursing facilities, Waiver services often result in both a cost savings and better service to Alaskan seniors. As the Waiver program continues to grow, the Division of Senior Services will continue to explore methods to improve the program, and allow consumers better access to much needed services.

In FY2002 the Long Term Care Unit has been subdivided to allow better focus on client services and provider services. This broadened effort is intended to improve responsiveness to both individual client issues and provider concerns.

Quality Assurance Program. The Quality Assurance Program took over training of Care Coordinators and will have trained 153 care coordinators by November of 2001. The program also rewrote the Care Coordination Manual; made monitoring site visits on Medicaid Waiver clients; developed a Quality Assurance web page; developed and maintained Division "non-routine" complaint files; and responded to a variety of performance complaints.

Rural Long Term Care Program.

The Rural Long Term Care Program manager worked with the Department of Health and Social Services to change regulations for the Certificate of Need (CON) process. The new regulations address the availability of home and community based services prior to the issuance of any CON for new nursing home beds.

A three year grant was received from the Robert Wood Johnson Foundation for the development of affordable rural assisted living homes.

Statutory and Regulatory Authority

AS 44.21.200-240	Alaska Commission on Aging
AS 47.65	Service Programs for Older Alaskans and Other Adults
PL 98-459	Public Law, Title III Older Americans Act, as Amended
AS 47.24	Protection of Vulnerable Adults
AS 47.33	Assisted Living Homes
20 CFR, Part 674	Code of Federal Regulations
45 CFR, Part 1321	Code of Federal Regulations
7 AAC 43.170	Conditions for Payment
42 CFR, Part 440	Code of Federal Regulations, Services: General Provisions
7 AAC 43	Medical Assistance
AS 18.20.302	Criminal Background Checks for Employees

Protection, Community Services, and Administration

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	2,849.1	3,296.4	3,350.3
72000 Travel	207.8	185.4	185.4
73000 Contractual	816.8	1,152.7	1,397.2
74000 Supplies	121.8	31.0	68.0
75000 Equipment	123.5	8.3	28.3
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,810.0	3,651.0	3,451.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,929.0	8,324.8	8,480.2
Funding Sources:			
1002 Federal Receipts	1,533.8	2,703.1	2,158.0
1003 General Fund Match	271.5	395.3	399.6
1004 General Fund Receipts	1,716.1	2,227.6	3,138.0
1005 General Fund/Program Receipts	10.4	10.4	10.4
1007 Inter-Agency Receipts	1,035.8	1,197.9	1,392.4
1037 General Fund / Mental Health	711.2	910.6	914.2
1053 Investment Loss Trust Fund	10.1	0.0	0.0
1061 Capital Improvement Project Receipts	0.0	0.2	0.0
1092 Mental Health Trust Authority Authorized Receipts	623.0	779.7	366.7
1108 Statutory Designated Program Receipts	17.1	100.0	100.9
Funding Totals	5,929.0	8,324.8	8,480.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
General Fund Program Receipts	51060	5.0	0.0	0.0	0.0	0.0
Unrestricted Total		5.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	1,533.8	2,703.1	2,138.8	2,158.0	2,138.8
Interagency Receipts	51015	1,035.8	1,197.9	1,197.9	1,392.4	1,197.9
General Fund Program Receipts	51060	10.4	10.4	10.4	10.4	10.4
Statutory Designated Program Receipts	51063	17.1	100.0	132.9	100.9	0.0
Capital Improvement Project Receipts	51200	0.0	0.2	0.0	0.0	0.0
Investment Loss Trust Fund	51393	10.1	0.0	0.0	0.0	0.0

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Restricted Total		2,607.2	4,011.6	3,480.0	3,661.7	3,347.1
Total Estimated Revenues		2,612.2	4,011.6	3,480.0	3,661.7	3,347.1

Protection, Community Services, and Administration**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	3,543.9	2,703.1	2,077.8	8,324.8
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	23.5	19.2	22.3	65.0
-MHTAAR to GF Fund Source Switch for General Relief/Assisted Living Program	491.0	0.0	-491.0	0.0
-Transfer Funding for Family Caregiver Support Program to Nutrition Component	0.0	-564.3	0.0	-564.3
Proposed budget decreases:				
-Eliminate Excess CIP Receipts	0.0	0.0	-0.2	-0.2
Proposed budget increases:				
-Assisted Living Rate Increase and General Relief Program Growth	364.3	0.0	0.0	364.3
-Eligibility Technician Position for General Relief & Medicaid Clients	39.5	0.0	17.0	56.5
-Non Permanent Position for Coordinated Public Awareness & Education	0.0	0.0	75.5	75.5
-Change Unbudgeted RSAs with DHSS to Budgeted	0.0	0.0	158.6	158.6
FY2003 Governor	4,462.2	2,158.0	1,860.0	8,480.2

Protection, Community Services, and Administration

Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2002</u> <u>Authorized</u>	<u>FY2003</u> <u>Governor</u>		
Full-time	52	50	Annual Salaries	2,641,033
Part-time	2	2	COLA	62,849
Nonpermanent	3	7	Premium Pay	0
			Annual Benefits	935,345
			<i>Less 7.94% Vacancy Factor</i>	(288,927)
			Lump Sum Premium Pay	0
Totals	57	59	Total Personal Services	3,350,300

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech III	1	0	1	0	2
Administrative Clerk I	1	0	0	0	1
Administrative Clerk II	3	0	1	0	4
Administrative Clerk III	3	0	0	0	3
Administrative Manager III	1	0	0	0	1
Administrative Svcs Mgr	1	0	0	0	1
Assoc Coordinator	3	0	4	0	7
Community Care Lic Spec I	2	0	0	0	2
Community Care Lic Spec II	1	0	0	0	1
Division Director	1	0	0	0	1
Elig Technician I	1	0	0	0	1
Exec Dir Older AKS Comm	0	0	1	0	1
Grants Administrator I	0	0	1	0	1
Hlth & Soc Svcs Plnr II	0	0	1	0	1
Medical Assist Admin I	3	0	0	0	3
Medical Assist Admin II	9	0	0	0	9
Medical Assist Admin III	1	0	0	0	1
Project Asst	0	0	1	0	1
Project Coord	1	0	0	0	1
Publications Spec II	0	0	1	0	1
Secretary	1	0	1	0	2
Senior Services Technician	2	0	0	0	2
Social Svcs Prog Coord	2	0	1	0	3
Social Worker II	5	2	1	0	8
Social Worker III	1	0	0	0	1
Totals	43	2	14	0	59

Component: Nutrition, Transportation and Support Services

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Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

Grant funds to public and private non-profit agencies to provide Nutrition, Transportation, and Support (NTS) services as authorized under Title III of the Older Americans Act and AS 47.65.

- Nutrition: Congregate Meals which provide seniors aged 60 and over nutritious food, companionship, access to other senior resources, and volunteer opportunities; and Home-Delivered Meals for ill and homebound seniors.
- Transportation: Rides to high-priority destinations (congregate meals, adult day care, medical appointments and non-emergency health care, pharmacies, and other essential support services; senior volunteer sites; and other activities as ride availability permits).
- Support Services: Outreach to identify seniors needing services, local information and assistance services, homemaker services, chore services, statewide legal services, statewide senior media, senior volunteer services (Senior Companions, Foster Grandparents, Retired Senior Volunteer Program).
- Preventive Health Services: Direct services and educational services.

Component Goals and Strategies

TO MAINTAIN SERVICE DELIVERY AT STATE FY2001 LEVELS AND INCREASE SERVICE DELIVERY LEVELS AS LOCAL RESOURCE DEVELOPMENT PERMITS

- Encourage and assist service providers to become more efficient and self-sufficient through sharing resources with other providers, seeking alternative funding, and further developing volunteer assistance.

TO MEET FEDERAL REQUIREMENTS FOR APPLICATION TO THE NTS PROGRAM

- Target services to seniors with the greatest social and economic need and older individuals residing in rural areas (low-income, minority, frail/disabled/ and isolated);
- Support efforts of agencies providing basic community-based senior services to become true focal points of information and services so seniors know where to go for assistance;
- Implement database software to meet National Aging Program Information System (NAPIS) requirements, and to meet Commission information needs more efficiently;
- Encourage those seniors who can to increase their contributions for services they use.

Key Component Issues for FY2002 – 2003

- The rapid growth in the Alaskan senior population.
- No projected growth in State or Federal resources for the NTS program.
- State focus on community-based services as a more cost-effective and client/caregiver-preferred alternative to institutionalization.
- Federal mandate to meet NAPIS requirements.

Major Component Accomplishments in 2001

Grants from this program supported the following services to seniors in FY2001:

Number of congregate meals served:	286,611
	273,973 eligible meals
	12,638 guest meals

Number of home delivered meals:	371,054
Estimated number of one-way rides:	164,349
Number of clients served with legal aid:	630
Hours of volunteer service:	106,914
Estimated units of assistance:	42,708

Statutory and Regulatory Authority

PL89-73	Public Law, Title III Older Americans Act, as Amended
45 CFR, Part 1321	Code of Federal Regulations, Title III
AS 44.21	Department of Administration
AS 47.65	Service Programs for Older Alaskans and other Adults

Nutrition, Transportation and Support Services

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	5,474.6	6,139.3	6,703.6
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,474.6	6,139.3	6,703.6
Funding Sources:			
1002 Federal Receipts	3,819.3	4,484.0	5,048.3
1003 General Fund Match	644.4	644.4	644.4
1004 General Fund Receipts	1,010.9	1,010.9	1,010.9
Funding Totals	5,474.6	6,139.3	6,703.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	3,819.3	4,484.0	5,048.3	5,048.3	5,048.3
Restricted Total		3,819.3	4,484.0	5,048.3	5,048.3	5,048.3
Total Estimated Revenues		3,819.3	4,484.0	5,048.3	5,048.3	5,048.3

Nutrition, Transportation and Support Services
Proposed Changes in Levels of Service for FY2003

None at this time.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,655.3	4,484.0	0.0	6,139.3
Adjustments which will continue current level of service:				
-Transfer Funding for Family Caregiver Support Program to Nutrition Component	0.0	564.3	0.0	564.3
FY2003 Governor	1,655.3	5,048.3	0.0	6,703.6

Component: Senior Employment Services

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Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

Funds are awarded in grants to local nonprofit agencies or government offices to allow them to provide employment and training opportunities for older workers while paying them a training level wage and federal and state mandatory benefits to low income workers age 55 and over. The program is run in accordance with U.S. Department of Labor standards, and is integrated with the state workforce development network.

Component Goals and Strategies

TO PROVIDE SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) OPPORTUNITIES FOR LOW INCOME WORKERS

- Fund at least 8 grants to agencies that will in turn provide an estimated 213 part-time training and employment opportunities for low income seniors in their own communities.

DEVELOP MORE SENIOR EMPLOYMENT OPPORTUNITIES

- Provide technical assistance to rural Alaska grantees to develop specific job training plans for senior employment participants, and to increase rural participation in the program.

Key Component Issues for FY2002 – 2003

- The rapid growth in the Alaskan senior population.
- Due to limited state and federal resources many seniors need supplemental income through part-time employment.
- Medicare does not cover all medical expenses (prescriptions, glasses, dental and hearing services). Many seniors need part-time work to cover these high cost necessities.

Major Component Accomplishments in 2001

Served 280 participants and placed 42 seniors in unsubsidized employment.

Statutory and Regulatory Authority

AS 44.21	Department of Administration
AS 47.65	Service Programs for Older Alaskans and other Adults
PL 98.459	Public Law
20 CFR, Part 674	Code of Federal Regulations

Senior Employment Services

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,706.2	1,977.6	1,977.6
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,706.2	1,977.6	1,977.6
Funding Sources:			
1002 Federal Receipts	1,507.9	1,659.3	1,659.3
1003 General Fund Match	198.3	198.3	198.3
1004 General Fund Receipts	0.0	120.0	120.0
Funding Totals	1,706.2	1,977.6	1,977.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	1,507.9	1,659.3	1,659.3	1,659.3	1,659.3
Restricted Total		1,507.9	1,659.3	1,659.3	1,659.3	1,659.3
Total Estimated Revenues		1,507.9	1,659.3	1,659.3	1,659.3	1,659.3

Senior Employment Services**Proposed Changes in Levels of Service for FY2003**

None at this time.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	318.3	1,659.3	0.0	1,977.6
FY2003 Governor	318.3	1,659.3	0.0	1,977.6

Component: Home and Community Based Care

Contact: Steven P. Ashman, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Steve_Ashman@admin.state.ak.us

Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

Through the Alaska Commission on Aging, provide grants to local and regional non-profit or government agencies for services to help keep frail seniors living at home.

- Therapeutic services delivered at adult day service centers
- In-home respite care and innovative/chore services
- Case management/care coordination services
- Alzheimer's Disease education and family support
- Day treatment for mentally ill seniors
- Substance abuse treatment for the elderly
- Family Caregiver Support Program

Grants provide community-based services, particularly for those living alone, with unpaid caregivers, and lastly to those with paid caregivers, such as those residing in assisted living facilities, and to those with limited income and high care needs. Mental Health funds are for grants for certain designated supportive services for persons with Alzheimer's Disease and Related Disorders (ADRD) and their caregivers, care coordination and case management, adult day care, in-home respite care, and family support and education. General funds assist in funding long-term care services to older Alaskans who are not affected with ADRD. Mental Health Trust Authority Authorized Receipts (MHTAAR) funds provide additional services for the rapidly growing number of seniors who are Mental Health Trust beneficiaries by virtue of mental illness, alcoholism, and other addictions. Services to address their needs include day treatment for the chronically mentally ill and substance abuse treatment. The Family Caregiver Support Program assesses needs and develops services to support the informal caregiver.

Component Goals and Strategies

TO ASSIST PHYSICALLY FRAIL AND COGNITIVELY IMPAIRED SENIORS TO REMAIN IN THEIR HOMES AND/OR COMMUNITIES AS LONG AS POSSIBLE

- Locate seniors at risk of institutional placement through outreach, community education, and collaboration with other service delivery systems.
- Assist these seniors and their caregivers to secure appropriate community-based care.
- Explore innovative options for delivering respite services that extend caregivers' ability to continue providing in-home care to older Alaskans.
- Expand work with the alcohol treatment community to more effectively meet the treatment needs of older Alaskans.
- Continue to reduce barriers to mental health care of the elderly and provide appropriate treatment.
- Improve, enhance, and prolong the informal support system of the informal caregiver.

Key Component Issues for FY2002 – 2003

- Older Alaskans with long-term care needs are not able to have their needs adequately met through home and community-based services in Alaska. This is due to the rapid growth in the Alaskan senior population, and thus in the need for long-term care services. Alaska currently has the second most rapidly growing senior population in the country.
- No recent general fund increases for home and community based long-term care services for those seniors unable to qualify for Medicaid long-term care waivers.
- Older Alaskans and their caregivers greatly prefer home and community-based long-term care over institutional care. This approach is also highly cost effective.
- The identification of and focus on caregivers and developing a flexible and responsive delivery system.

Major Component Accomplishments in 2001

Number of adult day service clients served:	507*
Number of adult day service hours provided:	261,154
Number of in-home respite care clients:	285
Number of in-home respite care hours:	77,160
Number communities where services are provided:	62
Number of care coordination clients:	1,167*

*both grant & Medicaid Waiver clients

Statutory and Regulatory Authority

AS 44.21	Department of Administration
AS 47.65	Service Programs for Older Alaskans and other Adults

Home and Community Based Care

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	4,094.5	4,795.0	4,772.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	4,094.5	4,795.0	4,772.0
Funding Sources:			
1004 General Fund Receipts	1,065.7	1,101.4	1,101.4
1037 General Fund / Mental Health	1,871.6	1,871.6	1,871.6
1092 Mental Health Trust Authority Authorized Receipts	1,157.2	1,822.0	1,799.0
Funding Totals	4,094.5	4,795.0	4,772.0

Home and Community Based Care
Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	2,973.0	0.0	1,822.0	4,795.0
Adjustments which will continue current level of service:				
-Reduced Funding for Adult Day Quality Enhancement Project	0.0	0.0	-25.0	-25.0
Proposed budget increases:				
-Funding for Substance Abuse Treatment for Seniors	0.0	0.0	2.0	2.0
FY2003 Governor	2,973.0	0.0	1,799.0	4,772.0

Component: Senior Residential Services

Contact: Steven P. Ashman, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Steve_Ashman@admin.state.ak.us

Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

This component provides grants to two rural providers (Kotzebue and Tanana) for group residential living with supportive services to frail rural elders. These facilities and local services offer an alternative to elders who may otherwise have to leave their cultural region to live in an urban institution. Elders contribute to their room and board. Grant funding subsidizes the operating costs of the program.

Component Goals and Strategies

TO CONTINUE DIRECT FUNDING OF THE KOTZEBUE AND TANANA ASSISTED LIVING FACILITIES

- To provide both agencies with their assigned funding on a quarterly basis.

TO CONTINUE TO PROVIDE TECHNICAL SUPPORT TO BOTH AGENCIES ON AN AS NEEDED BASIS

- Encourage agency staff and guide them through program problems and budgetary issues as they arise.

TO ENCOURAGE THE RECEIPT OF MEDICAID CHOICE FOR THE ELDERLY FUNDS TO ITS FULLEST CAPACITY FOR ELIGIBLE RESIDENTS

- Assist agency staff and Division of Senior Services' staff on as needed basis with issues that may arise in moving clients onto the Choice program.

Key Component Issues for FY2002 – 2003

- The rapid growth in the Alaskan senior population.
- Although demand for Senior Residential Services has grown, state funding for this Component has remained level.
- Sufficient grantee training to provide adequate CHOICE and assisted living services.

Major Component Accomplishments in 2001

In FY2001 the grants from this program served the following number of clients:

Manillaq Association (Kotzebue Senior Citizens Cultural Center)	35
City of Tanana (Regional Elders Residence)	13

Statutory and Regulatory Authority

AS 44.21	Department of Administration
AS 47.65	Service Programs for Older Alaskans and other Adults

Senior Residential Services

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,015.0	1,015.0	1,015.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,015.0	1,015.0	1,015.0
Funding Sources:			
1004 General Fund Receipts	1,015.0	1,015.0	1,015.0
Funding Totals	1,015.0	1,015.0	1,015.0

Senior Residential Services**Proposed Changes in Levels of Service for FY2003**

None at this time.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,015.0	0.0	0.0	1,015.0
FY2003 Governor	1,015.0	0.0	0.0	1,015.0

Component: Home Health Services

Contact: Steven P. Ashman, Director, Division of Senior Services

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Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

The Personal Care Attendant program helps Alaskans with activities of daily living like non-technical medical care, bathing and dressing, preparing food, shopping, cleaning and other activities that require semi-skilled care.

This program can prevent or reduce inappropriate or unnecessary institutional care. It aids Alaskans in achieving or maintaining self-sufficiency.

Grants are provided to 10 regional agencies to support the Personal Care Attendant services. The staff also oversees and manages the Consumer Directed Personal Care Attendant Program for Medicaid.

Component Goals and Strategies

ACHIEVE A MORE EFFICIENT SERVICE DELIVERY SYSTEM CAPABLE OF RESPONDING TO DIVERSE CLIENT AND GEOGRAPHIC DEMANDS.

- Implement recommendations from the Personal Care Attendant Design Team and pursue statutory and regulatory changes as necessary.
- Maximize the benefits of state funds by ensuring that the costs of service are shared with clients able to contribute to their own care.

Key Component Issues for FY2002 – 2003

The U.S. Census Bureau predicts that the senior population in Alaska will increase from 26,000 in 1993 to 89,000 in 2015. The number of seniors requiring significant assistance from the State will likely grow proportionately. With the prospect of significant staff increases unlikely, the efficiency of the Division's current staff will have to increase to continue to support the growing senior population.

Major Component Accomplishments in 2001

The Personal Care Attendant (PCA) Program Re-design Team, created in FY1999, finished their work in redesigning the PCA programs. The Division of Senior Services completed the Phase I redesign in October 2001 with the implementation of the new Consumer Directed Personal Care Attendant Program. Phase II will redesign the Agency Based PCA Program, and draft regulations for that program have been developed. Those draft regulations will be out for public comment soon. The implementation of the new Agency Based PCA Program should be completed early in FY2003.

Statutory and Regulatory Authority

AS 47.05 Administration of Welfare, Social Services and Institutions

Home Health Services

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	200.7	190.0	193.2
72000 Travel	6.4	9.0	9.0
73000 Contractual	97.4	111.3	106.3
74000 Supplies	7.6	1.4	6.4
75000 Equipment	1.2	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,478.7	1,478.7	1,478.7
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,792.0	1,790.4	1,793.6
Funding Sources:			
1003 General Fund Match	52.4	53.4	54.2
1004 General Fund Receipts	1,572.6	1,577.0	1,577.8
1007 Inter-Agency Receipts	114.5	108.7	110.3
1053 Investment Loss Trust Fund	1.2	0.0	0.0
1092 Mental Health Trust Authority Authorized Receipts	51.3	51.3	51.3
Funding Totals	1,792.0	1,790.4	1,793.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	114.5	108.7	108.7	110.3	110.3
Investment Loss Trust Fund	51393	1.2	0.0	0.0	0.0	0.0
Restricted Total		115.7	108.7	108.7	110.3	110.3
Total Estimated Revenues		115.7	108.7	108.7	110.3	110.3

Home Health Services

Proposed Changes in Levels of Service for FY2003

None at this time.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,630.4	0.0	160.0	1,790.4
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	1.6	0.0	1.6	3.2
FY2003 Governor	1,632.0	0.0	161.6	1,793.6

Home Health Services

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	3	3	Annual Salaries	149,246
Part-time	0	0	COLA	3,142
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	53,333
			Less 6.09% Vacancy Factor	(12,522)
			Lump Sum Premium Pay	0
Totals	3	3	Total Personal Services	193,199

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant	1	0	0	0	1
Assoc Coordinator	1	0	0	0	1
Medical Assist Admin II	1	0	0	0	1
Totals	3	0	0	0	3

BRU/Component: Alaska Oil and Gas Conservation Commission

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

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Component Mission

To protect the public interest in oil and gas resources.

Component Services Provided

- Issue pooling rules and conservation orders.
- Approve and monitor plans for reservoir development and enhanced oil recovery.
- Approve permits for drilling, completion, and remedial well operations. This includes the evaluation and approval of proposed designs for drilling, well control, casing, cementing and other well completion operations.
- Inspect drill rigs and wells to insure compliance with AOGCC regulations.
- Witness safety valve, mechanical integrity, blowout preventer and diverter tests.
- Witness meter-proving, calibration, and oil quality tests.
- Monitor and enforce well spacing rules, production rates, injection well pattern, gas/oil/water ratios, and pressure maintenance efforts.
- Evaluate and regulate gas flaring for waste determinations.
- Collect and maintain all oil and gas production records.
- Provide information and technical analysis to other state agencies.
- Collect and maintain all well history files and well log records.
- Administer Alaska's Underground Injection Control (UIC) program and the annular waste disposal program.

Component Goals and Strategies

PREVENT PHYSICAL WASTE OF THE RESOURCE

- Evaluate drilling programs to ensure proper well design, construction and well control equipment.
- Inspect wells and drilling projects to verify compliance with approved regulations, procedures and safety requirements for drilling and production practices.
- Evaluate proposals for reservoir development.

ENSURE GREATER ULTIMATE RECOVERY

- Analyze production data, including pressure, gas-oil ratios, water cut, etc., to ensure these variables fall within the required parameters necessary to provide for greater ultimate recovery.
- Require and approve reservoir development proposals, including plans for enhanced oil recovery operations and gas development.

INDEPENDENTLY ASSESS OIL AND GAS DEVELOPMENT

- Independently audit/verify that oil and gas proposals are in compliance with the purposes and intent of Title 31.

PROTECT ALASKA'S UNDERGROUND SOURCES OF DRINKING WATER

- Provide engineering and geological review of all applications for underground disposal of drilling wastes.
- Provide engineering and geological review of all applications to drill oil and gas wells.

PROTECT CORRELATIVE RIGHTS

- Provide all owners of oil and gas rights the opportunity to recover their fair share of the resource through well spacing provisions, permit review and pooling authority.

ADJUDICATE DISPUTES BETWEEN OWNERS

- Provide a public forum to resolve disputes between owners.

Key Component Issues for FY2002 – 2003

- Evaluate and respond to impacts of expanded statewide exploration and development (including National Petroleum Reserve-Alaska (NPRA) and coal bed methane development) on the effectiveness of AOGCC oversight.
- Continue to evaluate conservation issues associated with any large-scale gas offtake proposal for the Prudhoe Bay Field.
- Maintain the integrated reservoir evaluation program.
- Fully implement the Commission's audit capability with additional equipment, software, and personnel.
- Continue to develop electronic data storage and retrieval capability for improved information access, management and e-commerce.
- Sustain an active role to protect Alaska's UIC program in light of changing federal policy.
- Recruitment and retention of qualified Petroleum Engineers and Geologists.
- Secure funding for increased drilling activity costs.

Major Component Accomplishments in 2001

- Effectively and timely evaluated and issued approvals for an increased number of sub-surface oil and gas operations.
- Continued to efficiently oversee the UIC program and to exercise a national voice regarding state management of underground injection and ground water protection.
- Continued to implement document imaging program, which will allow improved information management and access.
- Implemented an oil and gas relational database for management of well data, which will allow improved information management and access.
- Completed second phase of Alpine Reservoir project in conjunction with the Petroleum Development Laboratory at the School of Mineral Engineering at the University of Alaska, Fairbanks.
- Commissioned and completed a scoping study of the conservation issues associated with the sale of Prudhoe Oil Pool gas.
- Independently reviewed and evaluated oil spill plume models/maximum flow rates for DEC spill response planning standards in nine (9) exploration and delineation projects.

Statutory and Regulatory Authority

AS 31.05	Alaska Oil and Gas Conservation Act
20 AAC 25	Alaska Oil and Gas Conservation Commission

Key Performance Measures for FY2003

Measure:

The average time the commission takes to process permits
Sec 16 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period January 1 through June 30, 2001, the average time the commission took to process permits was 20 days.

For the period July 1 through September 30, 2001, the average time the commission took to process permits was 17 days.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The AOGCC will continue to work to ensure that permits are issued in a timely manner.

Measure:

The number of well site inspections.
Sec 16 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period January 1, 2001 through June 30, 2001 the number of well site inspections is as follows:
Total Number of Active Wells - 3653
The number of well site inspections witnessed:
1153 out of 2612 Safety Valve System Tests;
81 out of 334 Blowout Prevention Equipment Tests;
105 out of 118 Mechanical Integrity Tests;
23 out of 42 Diverter Tests (diverter tests were witnessed on 100% of exploration wells).

For the period July 1, 2001 through September 30, 2001 the number of well site inspections is as follows:
Total Number of Active Wells - 3653
The number of well site inspections witnessed:
447 out of 1016 safety valve systems tests;
41 out of 162 blowout prevention equipment tests;
112 out of 117 mechanical integrity tests;
4 out of 19 diverter tests.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The AOGCC will continue to maximize the number of inspections available resources allow.

Measure:

The number of independent reservoir evaluations.
Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period January 1, 2001 through June 30, 2001 the number of independent reservoir evaluations is as follows:

- Completed second phase of Alpine Reservoir project in cooperation with UA at Fairbanks.
- Completed simplified model study of the Tabasco Oil pool of Kuparuk River Unit using a black oil simulator.
- Prudhoe Bay Gas Commercialization factors affecting Prudhoe Bay Oil Recovery
 - Commissioned a report on "Scope of Conservation Issues Associated with Large Volume Sale of Prudhoe Oil Pool Gas". Project completed in June 2001.
 - Report recommendations are being used to begin negotiations with Prudhoe Bay Unit (PBU) Owners on AOGCC review and evaluation of work done to analyze gas removal impact on liquid recovery in the Prudhoe Oil Pool.
- Performed monthly status checks for anomalies on production characteristics of 37 active oil reservoirs and one active gas reservoir.
 - Performed monthly reviews of individual oil pool performance including decline curves, production curves and cumulative production.

- Production decline analyses were performed on one gas field including review of production curves and cumulative production.
- Initiated Surface Safety Valve (SSV) Study.
- Oil Spill plume models/max flow rates were evaluated and independently reviewed and documented in order to determine consistency with DEC oil spill response planning standards for nine exploration and delineation projects (at industry's request, in conjunction w/DEC).
- Point McIntyre reservoir model audit (on hold)
 - An Audit of the Pt. McIntyre EOR project has been suspended because there were significant complications affecting the Operators ability to cooperate with the AOGCC. Future opportunities will be reviewed to obtain data and information to do an independent project evaluation of performance and potential to expand the rate of miscible injection.
- Milne Point Unit C Pad drilling incidents were evaluated and reviewed.
- Wrote four orders (conservation, disposal injection, area injection).

For the period July 1, 2001 through September 30, 2001 the number of independent reservoir evaluations is as follows:

Initiated participation in Northstar modeling project with United State Minerals Management Service (USMMS).

Ongoing

Continued discussions with the operator for access to Prudhoe Oil Pool information so that AOGCC could audit work done to analyze gas removal impact on liquid recovery. Participated in extensive review of technical work supporting gas cap water injection in the Prudhoe Oil Pool. Performed monthly status checks for anomalies on production characteristics of 37 active oil reservoirs and one active gas reservoir. Continued the Surface Safety Valve Study of North Slope oil fields.

Concluded

UA at Fairbanks presented final work of Alpine Reservoir modeling project. Oil Spill max flow rates and/or exemptions from spill contingency plans were evaluated and independently reviewed for 5 exploration projects in order to determine consistency with DEC oil spill response planning standards. Determination of no fresh water aquifers and the delineation of a large scale hydrate trend was completed during analysis of the Meltwater AI order. Issued nine major orders (conservation, disposal injection, area injection).

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The AOGCC will continue to maximize the number of independent reservoir evaluations available resources allow.

Alaska Oil and Gas Conservation Commission

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,830.9	2,175.6	2,696.2
72000 Travel	143.9	174.0	214.0
73000 Contractual	597.5	994.3	1,134.3
74000 Supplies	49.6	26.0	35.6
75000 Equipment	84.3	50.1	71.1
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,706.2	3,420.0	4,151.2
Funding Sources:			
1002 Federal Receipts	100.0	102.7	105.0
1162 Alaska Oil & Gas Conservation Commission Rcpts	2,606.2	3,317.3	4,046.2
Funding Totals	2,706.2	3,420.0	4,151.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	4.7	0.0	2.1	0.0	0.0
Unrestricted Total		4.7	0.0	2.1	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	100.0	102.7	100.0	105.0	100.0
Oil & Gas Conservation Commission Rcpts	51079	2,606.2	3,317.3	3,317.3	4,046.2	4,046.2
Restricted Total		2,706.2	3,420.0	3,417.3	4,151.2	4,146.2
Total Estimated Revenues		2,710.9	3,420.0	3,419.4	4,151.2	4,146.2

Alaska Oil and Gas Conservation Commission
Proposed Changes in Levels of Service for FY2003

None anticipated

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	102.7	3,317.3	3,420.0
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	0.0	2.3	48.3	50.6
Proposed budget increases:				
-Salary Adjustments And Position Reclassification Costs	0.0	0.0	118.1	118.1
-Increased Drilling Activity Costs	0.0	0.0	562.5	562.5
FY2003 Governor	0.0	105.0	4,046.2	4,151.2

Alaska Oil and Gas Conservation Commission

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	24	27	Annual Salaries	1,965,010
Part-time	0	1	COLA	65,666
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	591,095
			<i>Less 2.69% Vacancy Factor</i>	(70,571)
			Lump Sum Premium Pay	145,000
Totals	24	28	Total Personal Services	2,696,200

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk I	1	0	0	0	1
Administrative Clerk II	1	0	0	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Manager II	1	0	0	0	1
Analyst/Programmer I	1	0	0	0	1
Analyst/Programmer IV	1	0	0	0	1
Commissioner, Oil and Gas Comm	3	0	0	0	3
Executive Secretary	1	0	0	0	1
Natural Resource Manager I	1	0	0	0	1
Petroleum Engineer	2	0	0	0	2
Petroleum Geologist Asst	1	0	0	0	1
Petroleum Geologist I	1	0	0	0	1
Petroleum Inspector	7	0	0	0	7
Reservoir Engineer	1	0	0	0	1
Senior Petroleum Engineer	1	0	0	0	1
Senior Petroleum Geologist	1	0	0	0	1
Senior Petroleum Reservoir Eng	1	0	0	0	1
Statistical Technician II	2	0	0	0	2
Totals	28	0	0	0	28

Legal and Advocacy Services Budget Request Unit

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BRU Mission

Please see Public Defender and Office of Public Advocacy components.

BRU Services Provided

Please see Public Defender and Office of Public Advocacy components.

BRU Goals and Strategies

Please see Public Defender and Office of Public Advocacy components.

Key BRU Issues for FY2002 – 2003

Please see Public Defender and Office of Public Advocacy components.

Major BRU Accomplishments in 2001

Please see Public Defender and Office of Public Advocacy components.

Key Performance Measures for FY2003

Measure:

The number of children provided permanent placement.

Sec 17 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period July 1, 2000 through December 31, 2000 the number of children provided permanent placement through the Balloon Project was 192. For the period January 1, 2001 through June 30, 2001 the number was 162.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Office of Public Advocacy will continue to do everything within its power to place children in safe and secure homes as quickly possible.

Measure:

The number of cases successfully completed within the Alaska Court System time standards.

Sec 17 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The court system is currently unable to provide the information necessary to evaluate the Office of Public Advocacy's performance relative to this measure.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Measure:

The number of pleadings for which extensions are requested as compared to the total number filed.
Sec 17 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

We are currently unable to measure the number of pleadings for which extensions are requested as compared to the total number filed.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Measure:

The number of defense cases successfully completed within the Alaska Court System time standards.
Sec 18 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The court system is currently unable to provide the information necessary to evaluate the Public Defender Agency's performance relative to this measure.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Measure:

The number of pleadings for which extensions are requested as compared to the total number filed.
Sec 18 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

We are currently unable to measure the number of pleadings for which extensions are requested as compared to the total number filed.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Measure:

The number of requests for continuance of hearings or trials filed by the agency.
Sec 18 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

We are currently unable to measure the number of requests for continuance of hearings or trials filed by the agency.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Legal and Advocacy Services
BRU Financial Summary by Component

All dollars in thousands

	General Funds	FY2001 Actuals Federal Funds	Other Funds	Total Funds	General Funds	FY2002 Authorized Federal Funds	Other Funds	Total Funds	General Funds	FY2003 Governor Federal Funds	Other Funds	Total Funds
<u>Formula</u>												
<u>Expenditures</u>												
None.												
<u>Non-Formula</u>												
<u>Expenditures</u>												
Office of Public Advocacy	10,345.6	50.0	1,089.9	11,485.5	9,227.4	51.2	749.5	10,028.1	10,669.2	52.1	408.7	11,130.0
Public Defender Agency	9,740.5	0.0	815.9	10,556.4	10,096.5	0.0	497.8	10,594.3	12,718.5	0.0	207.7	12,926.2
Totals	20,086.1	50.0	1,905.8	22,041.9	19,323.9	51.2	1,247.3	20,622.4	23,387.7	52.1	616.4	24,056.2

Legal and Advocacy Services

Proposed Changes in Levels of Service for FY2003

Please see Public Defender and Office of Public Advocacy components.

Legal and Advocacy Services

Summary of BRU Budget Changes by Component

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	19,323.9	51.2	1,247.3	20,622.4
Adjustments which will continue current level of service:				
-Office of Public Advocacy	376.8	0.9	-340.8	36.9
-Public Defender Agency	512.5	0.0	-290.1	222.4
Proposed budget increases:				
-Office of Public Advocacy	1,065.0	0.0	0.0	1,065.0
-Public Defender Agency	2,109.5	0.0	0.0	2,109.5
FY2003 Governor	23,387.7	52.1	616.4	24,056.2

Component: Office of Public Advocacy

Contact: Brant McGee, Director, Office of Public Advocacy

Tel: (907) 269-3500 **Fax:** (907) 269-3535 **E-mail:** Brant_McGee@admin.state.ak.us

Component Mission

To provide legal representation and guardianship services for vulnerable Alaskans.

Component Services Provided

OPA provides legal, guardian ad litem, and public guardian representation, upon court orders of appointment, for:

- Abused and neglected children involved in protective proceedings;
- Mentally incapacitated adults, most commonly the chronically mentally ill, developmentally disabled, and those who suffer from age-related dementia;
- Individuals accused of crimes where the Alaska Public Defender Agency has a conflict of interest.

Component Goals and Strategies

CONTINUE TO ENSURE EFFECTIVE AND CONSISTENT IMPLEMENTATION OF THE NEW CHILD PROTECTION LAW

- Provide additional statewide training of guardians ad litem.
- Collaborate with the Alaska Court System, Department of Law, Public Defender Agency.
- Work to assure a shorter timeframe from permanency planning for abused and neglected children to actual adoption where that is the goal.

HELP DEVELOP AND IMPLEMENT A FAMILY DRUG COURT THAT FOCUSES ON SUBSTANCE ABUSING PARENTS OF YOUNG CHILDREN

REDUCE THE TIME LIMIT FOR ADJUDICATION IN CHILD ABUSE CASES FROM 120 DAYS TO 30 DAYS

ENHANCE STAFF GUARDIAN AD LITEM REPRESENTATION OF ABUSED AND NEGLECTED CHILDREN

- Continue to develop new team approach that includes a lawyer, two staff guardians ad litem, and associated Court Appointed Special Advocates (CASAs)
- Expand "frontload" approach that focuses on gathering information about the child early in the process and accelerate initial court proceedings.
- Continue development of a new model for more effective use of experienced volunteer guardians ad litem (CASAs).

CONTINUE IMPROVEMENTS IN THE QUALITY OF GUARDIAN AD LITEM REPRESENTATION IN JUNEAU AND FAIRBANKS BY EXPANDING THE USE OF VOLUNTEERS

- Expand the volunteer guardian programs that will allow OPA to devote significantly greater total professional and volunteer time to each case.

ENHANCE SERVICE TO FAMILY AND OTHER INDIVIDUAL GUARDIANS

- Continue to use new position (funded by Mental Health Trust Authority) to provide guidance and advice to private guardians as well as traveling the state to provide local forums for private guardians who are attempting to serve their friends and loved ones.

Key Component Issues for FY2002 – 2003

NEED FOR FY2002 SUPPLEMENTAL

Because of the difficulty in projecting case types and costs 18 months out, the Alaska Legislature has traditionally funded OPA workload and caseload increases through supplemental appropriations. From FY2000 to FY2001 OPA experienced an overall caseload increase of 14% for new cases and 31% for pending cases. (At the midpoint of FY2001

OPA predicted a 28% increase in pending cases.) The FY2001 supplemental appropriation was \$1,475.0 in contractual services but this number was not rolled into the FY2002 budget. Absent an unprecedented drop in caseload the OPA supplemental request will be at least \$1,475.0 and perhaps significantly higher depending on the result of regular monitoring of caseloads and costs during the first quarters of FY2002.

Major Component Accomplishments in 2001

- OPA continued to play a leadership role in advocating early and effective intervention in child abuse cases.
- The Office of Public Advocacy's guardians ad litem effectively met the challenge of dramatically increasing child abuse caseloads with few additional resources.
- The agency advocated in numerous forums for developing more effective means to address alcohol abuse - - the primary precipitating cause of child abuse and neglect and crime in Alaska.
- Provided timely, cost effective and quality representation in more than 11,000 cases involving Alaska children and adults.
- Led an effort to establish Family Drug Courts to address substance abuse by parents.

Statutory and Regulatory Authority

AS 44.21.400 et seq. Office of Public Advocacy

Office of Public Advocacy
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	3,721.1	3,488.5	4,229.3
72000 Travel	145.0	102.2	102.2
73000 Contractual	7,422.0	6,395.2	6,756.3
74000 Supplies	109.2	25.8	25.8
75000 Equipment	84.2	16.4	16.4
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	4.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	11,485.5	10,028.1	11,130.0
Funding Sources:			
1002 Federal Receipts	50.0	51.2	52.1
1004 General Fund Receipts	8,681.0	7,731.8	9,152.9
1005 General Fund/Program Receipts	468.1	95.1	95.1
1007 Inter-Agency Receipts	824.9	554.5	263.7
1037 General Fund / Mental Health	1,196.5	1,400.5	1,421.2
1053 Investment Loss Trust Fund	16.9	0.0	0.0
1092 Mental Health Trust Authority Authorized Receipts	78.1	95.0	45.0
1108 Statutory Designated Program Receipts	170.0	100.0	100.0
Funding Totals	11,485.5	10,028.1	11,130.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	64.9	0.0	100.0	0.0	150.0
Unrestricted Total		64.9	0.0	100.0	0.0	150.0
Restricted Revenues						
Federal Receipts	51010	50.0	51.2	50.0	52.1	50.0
Interagency Receipts	51015	824.9	554.5	618.3	263.7	618.3
General Fund Program Receipts	51060	468.1	95.1	95.1	95.1	95.1
Statutory Designated Program Receipts	51063	170.0	100.0	100.0	100.0	100.0
Investment Loss Trust Fund	51393	16.9	0.0	0.0	0.0	0.0
Restricted Total		1,529.9	800.8	863.4	510.9	863.4
Total Estimated Revenues		1,594.8	800.8	963.4	510.9	1,013.4

Office of Public Advocacy

Proposed Changes in Levels of Service for FY2003

The FY2003 budget provides additional funding to keep pace with increasing child in need of aid (CINA) caseloads, reduce the public guardian caseloads to levels recommended by the National Guardianship Association, and to provide additional training and assistance to family and private guardians.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	9,227.4	51.2	749.5	10,028.1
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	78.4	0.9	7.6	86.9
-Replace Funding Eliminated for Smart Start and Balloon Projects	298.4	0.0	-298.4	0.0
-Decreased Funding for Guardianship Resources	0.0	0.0	-50.0	-50.0
Proposed budget increases:				
-Legal Secretary Reclassifications	15.3	0.0	0.0	15.3
-Reduce Vacancy	312.2	0.0	0.0	312.2
-Increased Funding for Contractual Legal Services	737.5	0.0	0.0	737.5
FY2003 Governor	10,669.2	52.1	408.7	11,130.0

Office of Public Advocacy
Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2002</u> <u>Authorized</u>	<u>FY2003</u> <u>Governor</u>		
Full-time	55	60	Annual Salaries	3,241,119
Part-time	3	1	COLA	99,682
Nonpermanent	0	0	Premium Pay	3,933
			Annual Benefits	1,103,073
			<i>Less 5.00% Vacancy Factor</i>	(222,356)
			Lump Sum Premium Pay	3,849
Totals	58	61	Total Personal Services	4,229,300

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	1	0	0	0	1
Accounting Tech II	2	0	0	0	2
Administrative Assistant	1	0	0	0	1
Administrative Clerk II	1	1	0	0	2
Administrative Manager III	1	0	0	0	1
Assoc Attorney II	12	3	0	0	15
Attorney III	1	0	0	0	1
Attorney IV	9	2	1	0	12
Attorney V	3	1	0	0	4
Attorney VI	1	0	0	0	1
Chf Public Guardian	1	0	0	0	1
Investigator III	1	0	0	0	1
Law Office Assistant I	2	1	0	0	3
Law Office Assistant II	1	0	0	0	1
Paralegal Asst I	2	0	0	0	2
Public Guardian	8	2	2	0	12
Social Worker II (Cs)	1	0	0	0	1
Totals	48	10	3	0	61

Component: Public Defender Agency

Contact: Barbara K. Brink, Public Defender

Tel: (907) 334-4414 **Fax:** (907) 269-5476 **E-mail:** barbara_brink@admin.state.ak.us

Component Mission

To provide constitutionally mandated legal representation to indigent Alaskans.

Component Services Provided

Maintain 13 offices from Ketchikan to Barrow which provide legal representation when court ordered, of

- Individuals accused of crimes
- Children accused of delinquent behavior
- Parents, when the state seeks custody of a child
- Mentally ill individuals, when the state seeks involuntary commitments
- Individuals accused of contempt or violating probation/parole orders

Component Goals and Strategies

IMPROVE THE TIMELY PROCESSING OF CHILD PROTECTION CASES

- Effectuate appropriate parental responses to Division of Family and Youth Services' "Zero Tolerance" policies
- Cope with increased incoming cases, increased workload, mandatory deadlines and reduced resources
- Expedite family reunification and permanency planning for children

BASIC SERVICE TO RURAL CLIENTS

- Provide in-person representation at remote court sites
- Return investigative and volunteer resources to rural offices
- Balance increased judicial and law enforcement resources in Bethel region

ENHANCE STAFF AND ADMINISTRATIVE EFFICIENCIES THROUGH TECHNOLOGY

- Increase available technology including research, brief and motion banks statewide
- Implement case management system statewide for access to accurate data
- Assess, plan and acquire necessary technology to successfully interface with the Court System and the Departments of Corrections, Public Safety, and Law information systems

THERAPEUTIC COURT COLLABORATIONS

- Represent clients in existing mental health, drug and wellness courts
- Participate in planning future Anchorage Therapeutic Court for DWI offenders and Bethel Therapeutic Court pilot projects
- Implement client participation in newly created therapeutic courts

Key Component Issues for FY2002 – 2003

INCREASING CASELOAD DUE TO INCREASED FUNDING FOR LAW ENFORCEMENT AND CHILD PROTECTION -

The Public Defender was appointed to over 19,400 new cases in FY2001. This continues a previously identified trend that has resulted in an overall caseload increase of 47% over the last ten years, with a less than 6% (factoring inflation) increase in resources during that same time period. This problem is particularly aggravated by actual reductions of funding while other participant funding increases. Balance in the funding decisions concerning the criminal and child protection agencies must be maintained. Consistent and effective communication among the participants and the funding decision makers will allow timely, cost-effective and quality resolution of cases. Failure to keep pace by the Public Defender component for the last several years has resulted in delay, inconvenience, turnover of staff and reversal of cases.

TECHNOLOGY - The Public Defender Agency must continue to increase use of new technology to enable the agency to

keep pace with the rest of the criminal justice system. The challenge is to do this within the existing budget despite the ongoing caseload increases. A major goal for FY2003 is to assess our systems, and plan and acquire the necessary technology to successfully interface with the newly acquired information systems of the Court , Department of Public Safety, Law and Corrections to improve the court processing of cases. The FY2002 goal is to complete a web-enabled statewide integration plan for accessing case management, the ISYS briefbank and other in-house legal research by all 13 offices.

IMPROVE THE QUALITY OF JUSTICE IN ALASKA - The Public Defender Agency continues to play a leadership role in the development of Alaska's child protection policy. Consistent and effective partnerships among affected agencies, decision makers and federal funding sources will continue to improve not only child protection, but also juvenile delinquency, mental health, criminal law and public safety in Alaska.

Major Component Accomplishments in 2001

- Provided cost-effective representation in over 19,400 new cases despite reduced resources and increased workload.

Statutory and Regulatory Authority

U.S. Constitution, Amendment VI	The Federal Right to Counsel
Alaska Constitution, Article 1, Sec.11	The State Right to Counsel
AS 18.85.010 et seq.	The Public Defender Agency Enabling Statute
Alaska Criminal Rule 39 and 39.1	Financial Eligibility Guidelines for Appointed Counsel

Public Defender Agency Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	8,960.9	9,107.4	10,946.0
72000 Travel	221.3	282.7	488.9
73000 Contractual	1,161.2	1,059.9	1,289.6
74000 Supplies	87.6	80.5	96.0
75000 Equipment	125.4	63.8	105.7
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	10,556.4	10,594.3	12,926.2
Funding Sources:			
1004 General Fund Receipts	9,179.6	9,770.0	12,384.6
1005 General Fund/Program Receipts	430.9	196.2	200.7
1007 Inter-Agency Receipts	649.9	497.8	207.7
1037 General Fund / Mental Health	130.0	130.3	133.2
1053 Investment Loss Trust Fund	67.7	0.0	0.0
1108 Statutory Designated Program Receipts	98.3	0.0	0.0
Funding Totals	10,556.4	10,594.3	12,926.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	1.5	0.0	1.5	0.0	1.5
Unrestricted Total		1.5	0.0	1.5	0.0	1.5
Restricted Revenues						
Interagency Receipts	51015	649.9	497.8	353.0	207.7	211.9
General Fund Program Receipts	51060	430.9	196.2	196.2	200.7	200.7
Statutory Designated Program Receipts	51063	98.3	0.0	0.0	0.0	0.0
Investment Loss Trust Fund	51393	67.7	0.0	0.0	0.0	0.0
Restricted Total		1,246.8	694.0	549.2	408.4	412.6
Total Estimated Revenues		1,248.3	694.0	550.7	408.4	414.1

Public Defender Agency

Proposed Changes in Levels of Service for FY2003

All of the changes are required to maintain basic legal representation and reduce excessive turnover given uncontrollable caseload and workload increases:

FELONY DWI RESOURCES - The Anchorage Mayor's DUI Prevention Task Force concluded that lack of Public Defender funding was a major problem in processing DWI offenders.

MENTAL HEALTH COURT RESOURCES - MHTA new funding of Court and Department of Corrections participants has exceeded the Public Defender Agency's ability to respond.

BETHEL REGION RESOURCES - The Alaska Court System adding a full-time district court judge, Public Safety adding Troopers and VPSO's, and DHSS adding social workers, has increased caseload, particularly family court and serious felony cases by almost 40% since FY1995.

PALMER OFFICE RESOURCES - As the fastest population growth area in the State, Palmer's felonies have increased 139% since FY1995. Child protection cases have increased by over 1000% since FY1997.

RESTORE PREVIOUSLY CUT SERVICES

- Rural in-person representation
- Kodiak investigator
- Volunteer program
- Computerized legal research

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	10,096.5	0.0	497.8	10,594.3
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	214.5	0.0	7.9	222.4
-Replace Funding Eliminated for Smart Start and Balloon Projects	298.0	0.0	-298.0	0.0
Proposed budget increases:				
-Full Funding of Alcohol Initiative Fiscal Notes	852.0	0.0	0.0	852.0
-Fund Ongoing Operational Costs	1,257.5	0.0	0.0	1,257.5
FY2003 Governor	12,718.5	0.0	207.7	12,926.2

Public Defender Agency
Personal Services Information

Authorized Positions		Personal Services Costs		
	FY2002	FY2003		
	Authorized	Governor		
Full-time	125	144	Annual Salaries	8,420,760
Part-time	6	3	COLA	268,490
Nonpermanent	13	13	Premium Pay	0
			Annual Benefits	2,794,836
			<i>Less 4.69% Vacancy Factor</i>	(538,086)
			Lump Sum Premium Pay	0
Totals	144	160	Total Personal Services	10,946,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk II	1	0	0	0	1
Administrative Assistant	1	0	0	0	1
Administrative Clerk I	0	0	0	2	2
Administrative Clerk II	2	1	0	0	3
Administrative Clerk III	1	0	0	0	1
Administrative Manager II	1	0	0	0	1
Analyst/Programmer II	0	0	0	1	1
Assoc Attorney I	4	0	1	2	7
Assoc Attorney II	1	0	0	0	1
Attorney II	7	3	1	16	27
Attorney III	9	1	1	10	21
Attorney IV	15	5	2	9	31
Attorney V	3	1	0	0	4
Investigator II	0	1	0	3	4
Investigator III	0	1	0	2	3
Law Office Assistant I	6	3	3	17	29
Law Office Assistant II	3	1	0	6	10
Law Office Manager II	1	0	0	0	1
Paralegal Asst I	5	1	1	3	10
Paralegal Asst II	1	0	0	0	1
Public Defender	1	0	0	0	1
Totals	62	18	9	71	160

BRU/Component: Alaska Public Offices Commission

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Brooke Miles, Executive Director

Tel: (907) 276-4176 **Fax:** (907) 276-7018 **E-mail:** Brooke_Miles@admin.state.ak.us

Component Mission

To ensure the accountability to the public of candidates, lobbyists and their employers, and public officials in accordance with the Alaska Statutes.

(Differs from CH90, SLA2001).

Component Services Provided

- Administer laws upholding the public's right to know the financial affairs of lobbyists and their employers, public officials, political groups and candidates for state and municipal public office.
- Process and maintain public access to reports required by law, informally interpret the laws to assist persons in complying, compare and examine reports for possible violations of the laws, and enforce the laws through civil penalty assessments and complaint investigation.
- Adopt regulations, issue formal opinions, recommend legislative changes, adjudicate requests to reduce civil penalties for noncompliance with reporting requirements, recommend removal from the ballot for office in accordance with law, and adjudicate complaints through approval of settlements, civil penalty assessments, and through public hearings.

Component Goals and Strategies

PROMOTE FAIRNESS AND OPENNESS IN ELECTIONS AND MINIMIZE THE EFFECT OF UNDISCLOSED INFLUENCES ON PUBLIC DECISION-MAKING

- Inform the electorate by providing disclosed information.
- Ensure that disclosed information is accurate and complete.
- Facilitate citizen participation in government.
- Investigate and adjudicate complaints of reporting and conduct violations.

Key Component Issues for FY2002 – 2003

- The 2002 state elections will be extremely active because it is a gubernatorial election year following reapportionment. The redistricting plan results in elections for sixteen senate seats instead of the usual ten. The volume of campaign disclosure reports, particularly in the primary election cycle will present a challenge to the Commission's goal to publish the information provided in the disclosure reports to the interactive on-line database within three days of receipt of the reports.
- New administrative regulations implementing the campaign disclosure and public official financial disclosure laws took effect in January 2000. The Commission has published and distributed the new regulations and will be providing training for both new and experienced candidates participating in the 2002 state elections.
- A full time administrator and one part time clerk staff the Juneau office of the APOC. The Juneau office staff administers and interprets the lobbying statute and regulations, providing advice to filers and answering questions of the public and press; the office serves as the repository for lobbying activity records. Lobbying activity has grown from \$6 million in 1978 to \$12+million this year. The office also serves as the APOC presence in Juneau and Southeast Alaska, answering questions for filers and the public about campaign disclosure and public official financial disclosure, and providing forms and copies of completed reports. The administrator tracks legislation during the legislative session acting as liaison with the main office in Anchorage, and testifies on behalf of the Commission on issues and legislation affecting the agency. As a result of this increased workload and competing demands, the Juneau office is often closed during regular business hours, especially during session. Filers and the public are unable to get answers to questions, have reports validated, or review filed reports when the office is closed. Automation of the registration and reporting requirements under the lobbying law would result in a reduction of the massive paper-handling tasks for the Juneau office and free staff time to provide better public services.
- Over the last ten years, APOC has made progress in using technology to more efficiently administer the laws under its jurisdiction. Continuing this project is of primary importance. As a public information agency, technology is

essential in order to provide the information disclosed under the laws to the public in a timely manner. As a result, the agency has many records in paper form and many in electronic form. Managing these records, because of their volume, type of storage, and format, has become a complicated and time consuming task affecting the agency's ability to provide information to the public. Over the next several years, the agency will have to evaluate and revise its current management system to assimilate all records in order to insure efficient and accurate internal record keeping and timely service to the public.

Major Component Accomplishments in 2001

- Successfully implemented new administrative regulations for the campaign disclosure and public official financial disclosure laws. Printed, published and distributed the new regulations to all interested parties and published them on the Commission's web pages.
- 2000 state election detail information was published on APOC's web page. Detail information for 2001 municipal elections was published within three days of candidate and group report filings.
- The number of APOC web page visitors in 2001 was over 14,000, which is remarkable in a non-state election year. The APOC web pages contain all reporting forms and manuals, statutes and regulations, advisory opinions, and meeting agendas. Computers are available for use by the public in the Anchorage and Juneau offices.
- Upon request, over 20 individual and group campaign disclosure training seminars were conducted either in the Commission's Anchorage office, or at a site provided by the requestor. A training seminar for public official financial disclosure was offered to municipal clerks in connection with the Alaska Municipal League's annual meeting.
- Issued seven advisory opinions, adjudicated eight of eleven pending complaints, and resolved five substantial non-compliance issues.
- Reviewed thousands of campaign disclosure, personal financial disclosure, and lobbying reports.

Statutory and Regulatory Authority

- | | |
|---|---|
| AS 15.13 | Campaign Disclosure Law |
| 2 AAC 50.250-405 | Administrative Regulations for Campaign Disclosure |
| Requires candidates and groups to make public all contribution and expenditure activity; contributors who give more than \$100 must be listed by name, address, occupation and employer. The law limits contributions, prescribes campaign periods, and prohibits certain activities. | |
| | |
| AS 24.50 | Regulation of Lobbying Law |
| 2 AAC 59,505 – 545 | Administrative Regulations for Lobbying |
| Requires individuals who receive compensation for attempting to influence the actions of state legislative or executive officials to register and file reports disclosing their compensation and expenditures in connection with lobbying. Those who pay individuals to attempt to influence officials action must also disclose all expenditures connected with lobbying activities. | |
| | |
| AS 24.60.200-260 | Legislative Financial Disclosure Law |
| 2 AAC 50.705-890 | Administrative Regulations for Legislative Financial Disclosure Law |
| Requires legislators and legislative directors to make public their sources of income and indebtedness thereby assuring the public that their decision making is free from the influence of undisclosed influences. | |
| | |
| AS 39.50 | Public Official Financial Disclosure Law |
| 2 ACC 50.010-200 | Administrative Regulations for Public Official Financial Disclosure Law |
| Requires public officials to make public their sources of income and indebtedness thereby assuring the public that their decision making is free from the influence of undisclosed influences. | |
| | |
| 2 AAC 50.905-920 | Administrative Regulations Implementing Advisory Opinions |
| 2 AAC 50.450-470 | Administrative Regulation Implementing Complaints & Investigations |
| | |
| Article II, Sec 12 | Alaska State Constitution-Lobbying |

Key Performance Measures for FY2003

Measure:

The average length of time taken for complaint resolution.
Sec 19 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period July 1, 2001 through September 30, 2001 no complaints were received or adjudicated.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The average length of time taken for complaint resolution depends on a multitude of factors. The complexity of a complaint and due process of law (including legislator's legislative immunity - no civil process during sessions) for example. Therefore, a simple complaint to which a legislator is not a party may be resolved quite quickly, where a complex complaint to which several legislators are parties may take a significant period of time. With only one staff member to investigate the substantial complaints under the campaign disclosure law, sometimes delays are inevitable.

Measure:

The rate of compliance by candidates and public officials.
Sec 19 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For the period July 1, 2001 through September 30, 2001 the rate of compliance by candidates was 99%; the rate of compliance by public officials was 98%. Eventually though, everyone files. Late filers either pay a penalty or successfully mitigate their penalties through the commission.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Measure:

The average length of time taken to disseminate reports.
Sec 19 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The amount of time it takes to disseminate reports is qualitative and depends on the format. If a person wants a paper copy, it's available immediately upon receipt. A small percentage of campaign disclosure reports are currently filed electronically, but the data from all reports filed on paper must be entered into the database before summary information can be published on the web. Detail information takes a little longer. There is no automation in the lobbying law, and thus, summaries are only published twice a year. However, APOC staff makes its best effort to maintain all directories, lobbyists, candidates, groups, etc.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure.

Background and Strategies:

The Alaska Public Offices Commission will continue to make reports available as quickly as possible.

Alaska Public Offices Commission

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	606.1	627.3	665.3
72000 Travel	12.7	10.9	10.9
73000 Contractual	47.0	105.7	105.7
74000 Supplies	35.6	8.7	8.7
75000 Equipment	35.8	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	737.2	752.6	790.6
Funding Sources:			
1004 General Fund Receipts	686.8	698.7	745.7
1005 General Fund/Program Receipts	45.1	53.9	44.9
1053 Investment Loss Trust Fund	5.3	0.0	0.0
Funding Totals	737.2	752.6	790.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	30.9	0.0	0.0	0.0	0.0
Unrestricted Total		30.9	0.0	0.0	0.0	0.0
Restricted Revenues						
General Fund Program Receipts	51060	45.1	53.9	44.9	44.9	43.5
Investment Loss Trust Fund	51393	5.3	0.0	0.0	0.0	0.0
Restricted Total		50.4	53.9	44.9	44.9	43.5
Total Estimated Revenues		81.3	53.9	44.9	44.9	43.5

Alaska Public Offices Commission

Proposed Changes in Levels of Service for FY2003

Technology is essential in order for APOC to meet its mission. We need to expand electronic filing of disclosure reports to the Public Official Financial Disclosure (POFD, formerly COI), Legislative Financial Disclosure (LFD) and Lobbying laws. Replace existing, antiquated financial disclosure databases and create an interactive lobbying database. Develop a web enabled filing system for the four disclosure laws (Campaign Disclosure, Public Official Financial Disclosure, Legislative Financial Disclosure and Regulation of Lobbying) and create web-enabled public access to the disclosed information 24 hours per day. The overall benefit is an easier, quicker process for filers with fewer opportunities for error, a more streamlined efficient processing mechanism for staff, and faster, more convenient access to the disclosed information for the public.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	752.6	0.0	0.0	752.6
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	18.0	0.0	0.0	18.0
Proposed budget increases:				
-Full-time Staff of the Juneau APOC Office	20.0	0.0	0.0	20.0
FY2003 Governor	790.6	0.0	0.0	790.6

Alaska Public Offices Commission

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	10	11	Annual Salaries	501,189
Part-time	1	0	COLA	18,040
Nonpermanent	0	1	Premium Pay	0
			Annual Benefits	191,104
			<i>Less 6.34% Vacancy Factor</i>	(45,033)
			Lump Sum Premium Pay	0
Totals	11	12	Total Personal Services	665,300

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant	1	0	0	0	1
Administrative Clerk II	1	0	1	0	2
Administrative Clerk III	1	0	0	0	1
Asst Dir APOC	1	0	0	0	1
Exec Dir APOC	1	0	0	0	1
Investigator III	1	0	0	0	1
Paralegal Asst II	3	0	0	0	3
Project Coord	0	0	1	0	1
Secretary	1	0	0	0	1
Totals	10	0	2	0	12

BRU/Component: Motor Vehicles

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Mary Marshburn, Director

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Component Mission

To ensure driver qualification and to record vehicle and boat ownership.

(Differs from CH90, SLA2001).

Component Services Provided

- To make Alaska highways safe for the motoring public by ensuring that only qualified drivers are licensed to drive on our roadways, and by revoking and suspending driver's licenses of drunk drivers, uninsured motorists, and habitual traffic law violators.
- Provide property protection through vehicle titling; collection of motor vehicle revenues for the State; collection and return of personal property taxes to participating municipalities.
- Administer and enforce assigned programs: boat registration, emission inspection, motor voter processes, organ donor, living will, federal heavy vehicle use tax, Child Support Enforcement driver license suspension, and disabled/handicapped parking permits.
- Operate public service offices in all populated areas in the state through venues such as e-commerce, telephony, commission and non-commission agents, and other partnership strategies.

Component Goals and Strategies

PROVIDE EXCEPTIONAL CUSTOMER SERVICE AND PROGRAM DELIVERY

- Build on technological innovations and establish public-private partnerships to streamline and improve service delivery.
- Encourage the public to conduct a greater volume of simpler transactions via business partners and e-commerce venues such as the Internet and IVR. This allows some redirection of the work force to provide better quality service to those customers with more complex transactions who must come to a DMV office, allowing DMV to offset some increases in workload that are generated by increases in populations and the increased demands for new services and programs.
- Use new innovations in technology to deliver services and explore greater agency interoperability. Through the use of digital imaging technology provide digitized picture driver license and ID cards with expanded and faster information retrieval by law enforcement.
- Convert document processing in rural areas from delayed data entry to a real time transaction process.
- Convert DMV forms, now available on the Internet, to an interactive format. Use electronic signatures when technology becomes practical.

Key Component Issues for FY2002 – 2003

- Federally mandated programs such as the Driver License Agreement, Commercial Driver License program, Driver Privacy Protection Act, National Motor Vehicle Title and Information System, Driver Record Information Verification System and Commercial Vehicle Information System Network have had and will continue to have a monetary impact.
- Electronic tools and partnerships are key to DMV customer service improvements. Additional process automation, including interfaces with other state and federal systems, cannot be done with current level staffing and funding. Partnerships with the private sector necessitate education, training, supply and auditing to ensure accountability for millions of dollars in public funds collected by these outside sources. Partner growth has outstripped the division's support and accountability infrastructure. Existing resources for this program will be directed to infrastructure and additional resources are necessary. The program will not be expanded until the infrastructure is adequate.

- During FY2003 DMV will continue its review of communities exempt from vehicle registration and mandatory insurance. If the number of community exemptions is reduced, DMV's service area must be extended to include those communities that are no longer exempt. If a significant number of exemptions are eliminated, additional resources will be required.

Major Component Accomplishments in 2001

Public / Private Partnerships:

- Finalist in the 2000 Awards for Innovations in American Government from Harvard University's John F. Kennedy School of Government for the Partnership Programs of the Division of Motor Vehicles.
- Expansion of the Division of Motor Vehicles (DMV) partnership program by 20%. The boat registration program will add 489 recognized boat dealers.
- Driver Tests - Commercial driving schools, school districts, school bus contractors, tour companies, and trucking companies have been authorized and trained to administer the road test for drivers getting non-commercial and commercial driver licenses in 12 Alaska municipalities.
- Commercial Tests – Commercial testing in Anchorage is contracted to a private sector company.
- Emission Inspection Station Registration - Emission inspection stations have been involved with registration renewal processing since March of 1995. We continue to expand this effort to more vendors.
- Dealer Titling - The Dealer Titling program allows new car dealers to issue titles, registrations, and license plates to their customers when they take delivery of the new car. Trial sites established in FY1999 to allow automobile dealerships to title used vehicles have proven successful, and will be expanded as dealerships establish a pattern of quality through the auditing process.
- Hospitals -Additional hospital partnership (Alaska Native Hospital) to issue disabled placards to patients who qualify prior to leaving the hospital.
- Removed Social Security Number from Driver Licenses and ID Cards
- Implemented changes in Minor-In-Possession Law
- Implemented .08 DWI Laws
- Boat registration program implemented statewide.
- Implemented MADD Victim Memorial Walls in DMV offices.
- Developed and distributed Mature Driver Information brochure.
- Implemented vehicle registration in 3 Alaskan communities.
- Implemented pilot Motorcycle third party tester program
- Upgraded Defensive Driver Course Standards
- Interactive Voice Response (IVR) / Internet Services - DMV developed an IVR system that allows customers to renew vehicle registrations using a touch tone phone and a credit card. The system has a toll free number and is available 24 hours a day, 7 days a week. In addition, registration renewals and personalized/vanity plates can be ordered via the Internet through the DMV Web Page.
- Made DMV forms available for public use via the Internet.
- Establishment of Partnership Auditing to monitor, train and evaluate effectiveness, quality and performance of individual partnerships including security, fiscal responsibilities and public satisfaction.
- Employee Intranet site with information, data resources, business and occupational licensing verification.
- Combined Juneau Driver Licensing and Juneau Field Operations for efficiencies, cross training and public availability.
- Installation of Web Cams in 4 offices in 2000, to assist with better customer distribution and customer convenience in choosing when to visit DMV. Added a web cam in Soldotna in 2001.
- Instituted boat re-registration online and via telephone.
- Consolidated 3 Anchorage DMV facilities to a location closer to population and business centers.
- Established a direct connection for Student Loan Program to DMV database for collection of student loan debt.
- Established pilot online defensive driving program.
- Established direct link to DMV's website from Progressive Insurance, nation's fourth largest private passenger auto insurance underwriter, for their customers' convenient access to DMV information and online re-registration venue.

Statutory and Regulatory Authority

AS 04 Alcoholic Beverages

AS 28	Vehicle Registration and Title
AS 18	Health, Safety and Housing
AS 21	Insurance
AS 05.25	Boat Registration
2 AAC 70	Boat Registration
13 AAC 08	Driver Licensing and Safety Responsibility
13 AAC 25	Administration and Business and Occupational Regulations
13 AAC 70	Vehicle Registration, Title and Transfer

Key Performance Measures for FY2003

Measure:

The number of complaints compared to the number of transactions.
Sec 20 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

For FY2001 the ratio of complaints to transactions was 1:10,554. The ratio of compliments to transactions was 1:819.

Benchmark Comparisons:

We currently have no benchmarks for this performance measure.

Background and Strategies:

The Division of Motor Vehicles will continue to provide quality and efficient services to its customers.

Measure:

The average waiting time before a person receives service.
Sec 20 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

During FY2001 the average waiting time in all DMV offices is 20.3 minutes.

Benchmark Comparisons:

We currently have no benchmark data for this performance measure. However, we frequently hear anecdotally that DMV wait times in other states are generally much longer than in Alaska.

Background and Strategies:

The Division of Motor Vehicles will continue to work at reducing wait times to the absolute minimum that available resources allow.

Measure:

The number of suspensions of drivers' licenses as compared to the number of crash participants.
Sec 20 Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

During FY2001 there were 17,905 crash reports filed with 6,158 mandatory insurance or financial responsibility driver license suspensions for a rate of 17.2%. This assumes 2 vehicles per crash with one driver per vehicle.

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

This performance measure does not provide information relative to DMV performance.

Measure:

The average cost of each transaction.
Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The average cost of each transaction for FY2001 is as follows:

New/Transfer Title	13.85
Title with Lien	14.21
Duplicate/Corrected Title	7.89
Counter Registration Renewal	8.98
Mail Renewal	3.86
Web/IVR Renewal	2.75
Original DL w/o Road Test	22.58
Original DL w/CDL Test	122.18
Original DL w/RoadTest Pass	55.77
Original DL w/MC Test	44.70
DL & ID Renewal	12.62
DL & ID Duplicate	12.62
Original ID Card	15.64

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

This performance measure does not provide information relative to DMV performance.

Measure:

The percentage of transactions by private partners.

Sec Ch 90 SLA 2001(HB 250)

Alaska's Target & Progress:

The percentage of transactions by private partners of DMV for FY2001 is as follows:

Titles Issued:

Dealers:	9.7%
DMV	90.3%

Registrations Issued:

Dealers:	5.4%
IM Stations:	12.6%
DMV:	82.0%

Registration Renewals:

IM:	24.8%
DMV:	75.2% (Web/IVR: 14.6%, In-office 27.4%, Mail: 33.2%)

Benchmark Comparisons:

We currently have no benchmark information for this performance measure.

Background and Strategies:

The Division of Motor Vehicles will continue to work with private partners to provide the best possible service to Alaskan drivers and vehicle owners.

Motor Vehicles

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	6,920.9	7,222.5	7,459.3
72000 Travel	45.4	75.4	55.4
73000 Contractual	2,483.0	2,251.0	2,218.0
74000 Supplies	203.4	99.1	99.1
75000 Equipment	271.5	61.0	30.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	9,924.2	9,709.0	9,861.8
Funding Sources:			
1004 General Fund Receipts	3,963.8	3,717.9	3,788.5
1005 General Fund/Program Receipts	5,317.7	5,554.5	5,636.2
1007 Inter-Agency Receipts	72.4	35.5	36.0
1053 Investment Loss Trust Fund	328.9	0.0	0.0
1156 Receipt Supported Services	241.4	401.1	401.1
Funding Totals	9,924.2	9,709.0	9,861.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	28,759.2	0.0	29,000.0	29,000.0	29,000.0
Unrestricted Total		28,759.2	0.0	29,000.0	29,000.0	29,000.0
Restricted Revenues						
Interagency Receipts	51015	72.4	35.5	35.5	36.0	36.0
General Fund Program Receipts	51060	5,317.7	5,554.5	5,554.5	5,636.2	5,636.2
Receipt Supported Services	51073	241.4	401.1	401.1	401.1	401.1
Investment Loss Trust Fund	51393	328.9	0.0	0.0	0.0	0.0
Restricted Total		5,960.4	5,991.1	5,991.1	6,073.3	6,073.3
Total Estimated Revenues		34,719.6	5,991.1	34,991.1	35,073.3	35,073.3

Motor Vehicles**Proposed Changes in Levels of Service for FY2003**

- Technology Service Expansion - In 1998 DMV started registration renewal services on the Internet and by phone allowing customers access to DMV services 24 hours a day, 7 days a week. As changes in statute permit, this will be expanded to include other services such as driver license renewals and address changes. With these improvements virtually everyone who has a telephone or Internet access will have direct access to a "virtual DMV office" that never closes. Employees who were previously processing these transactions will be redirected to reducing the waiting lines at the offices.
- Web cams will be expanded to Juneau and Soldotna offices.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	9,272.4	0.0	436.6	9,709.0
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	152.3	0.0	0.5	152.8
FY2003 Governor	9,424.7	0.0	437.1	9,861.8

Motor Vehicles

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	149	150	Annual Salaries	5,560,985
Part-time	15	14	COLA	127,616
Nonpermanent	2	0	Premium Pay	0
			Annual Benefits	2,330,776
			Less 6.98% Vacancy Factor	(560,077)
			Lump Sum Premium Pay	0
Totals	166	164	Total Personal Services	7,459,300

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	1	0	0	0	1
Accounting Clerk I	2	1	0	0	3
Accounting Clerk II	3	0	0	0	3
Accounting Tech I	1	0	0	0	1
Accounting Tech II	1	0	0	0	1
Accounting Tech III	1	0	0	0	1
Administrative Clerk III	4	0	7	0	11
Administrative Manager IV	1	0	0	0	1
Analyst/Programmer IV	4	0	0	0	4
Analyst/Programmer V	1	0	0	0	1
Dep Dir Motor Vehicles	1	0	0	0	1
Division Director	1	0	0	0	1
Driver Imprvmnt Spec	3	0	0	0	3
Driver Licensing Manager	1	0	0	0	1
Driver Services Spvr	0	0	1	0	1
Microfilm Equip Op I	2	0	0	0	2
Micrographic Services Mgr	1	0	0	0	1
Motor Vehicle Cust Svc Rep I	39	9	4	12	64
Motor Vehicle Cust Svc Rep II	17	4	3	13	37
Motor Vehicle Cust Svc Rep III	4	2	1	0	7
Motor Vehicle Off Mgr I	7	0	1	2	10
Motor Vehicle Off Mgr II	1	1	0	0	2
Motor Vehicle Off Mgr III	1	0	0	0	1
Motor Vehicle Registrar	1	0	0	0	1
Procurement Spec I	1	0	0	0	1
Project Asst	1	0	0	0	1
Records & Licensing Spvr	1	0	1	0	2
Supply Technician II	1	0	0	0	1
Totals	102	17	18	27	164

BRU/Component: Pioneers' Homes Facilities Maintenance

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: James Kohn, Director

Tel: (907) 465-2159 **Fax:** (907) 465-4108 **E-mail:** James_Kohn@admin.state.ak.us

Component Mission

This budget component is established to meet the requirements of AS 37.07.020(e). Please see Pioneers' Homes component detail for program information.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2002 – 2003

No key issues.

Major Component Accomplishments in 2001

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

Pioneers' Homes Facilities Maintenance

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,034.3	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	1,353.1	1,938.5	1,938.5
74000 Supplies	120.5	186.5	186.5
75000 Equipment	165.6	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,673.5	2,125.0	2,125.0
Funding Sources:			
1007 Inter-Agency Receipts	2,673.5	2,125.0	2,125.0
Funding Totals	2,673.5	2,125.0	2,125.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	2,673.5	2,125.0	2,125.0	2,125.0	2,450.0
Restricted Total		2,673.5	2,125.0	2,125.0	2,125.0	2,450.0
Total Estimated Revenues		2,673.5	2,125.0	2,125.0	2,125.0	2,450.0

Pioneers' Homes Facilities Maintenance
Proposed Changes in Levels of Service for FY2003

No service changes.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	2,125.0	2,125.0
FY2003 Governor	0.0	0.0	2,125.0	2,125.0

BRU/Component: General Services Facilities Maintenance

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-5687 **Fax:** (907) 465-2198 **E-mail:** chris_parce@admin.state.ak.us

Component Mission

This budget component is established to meet the requirements of AS 37.07.020(e). Please see Property Management component detail for program information.

Component Services Provided

No services provided.

Component Goals and Strategies

None.

Key Component Issues for FY2002 – 2003

None.

Major Component Accomplishments in 2001

None.

Statutory and Regulatory Authority

AS 37.07.020(e) Executive Budget Act

General Services Facilities Maintenance

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	25.9	39.7	39.7
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	25.9	39.7	39.7
Funding Sources:			
1007 Inter-Agency Receipts	25.9	39.7	39.7
Funding Totals	25.9	39.7	39.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	25.9	39.7	39.7	39.7	39.7
Restricted Total		25.9	39.7	39.7	39.7	39.7
Total Estimated Revenues		25.9	39.7	39.7	39.7	39.7

General Services Facilities Maintenance
Proposed Changes in Levels of Service for FY2003

None.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	39.7	39.7
FY2003 Governor	0.0	0.0	39.7	39.7

BRU/Component: AOGCC Facilities Maintenance

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Cammy Taylor, Chair

Tel: (907) 793-1221 **Fax:** (907) 276-7542 **E-mail:** Cammy_Taylor@admin.state.ak.us

Component Mission

Funding for this budget component has been deleted.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2002 – 2003

No key issues.

Major Component Accomplishments in 2001

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

AOGCC Facilities Maintenance

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	26.8	34.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	26.8	34.0	0.0
Funding Sources:			
1007 Inter-Agency Receipts	26.8	34.0	0.0
Funding Totals	26.8	34.0	0.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	26.8	34.0	0.0	0.0	0.0
Restricted Total		26.8	34.0	0.0	0.0	0.0
Total Estimated Revenues		26.8	34.0	0.0	0.0	0.0

AOGCC Facilities Maintenance**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	34.0	34.0
Proposed budget decreases:				
-3001 Porcupine Drive Building Transfer	0.0	0.0	-34.0	-34.0
FY2003 Governor	0.0	0.0	0.0	0.0

BRU/Component: ITG Facilities Maintenance

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

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Component Mission

This budget component is established to meet the requirements of AS 37.07.020(e). Please see the Information Technology Group component for program information.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2002 – 2003

No key issues.

Major Component Accomplishments in 2001

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

ITG Facilities Maintenance

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	6.8	23.0	23.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	6.8	23.0	23.0
Funding Sources:			
1007 Inter-Agency Receipts	6.8	23.0	23.0
Funding Totals	6.8	23.0	23.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	6.8	23.0	23.0	23.0	23.0
Restricted Total		6.8	23.0	23.0	23.0	23.0
Total Estimated Revenues		6.8	23.0	23.0	23.0	23.0

ITG Facilities Maintenance**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	23.0	23.0
FY2003 Governor	0.0	0.0	23.0	23.0